

GLOUCESTER. MA 11 OCT 27 AM 9: 15

GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930 Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee

Thursday, November 3, 2011 – 6:00 p.m. 1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. Continued Business:

- A) City of Gloucester Capital Improvement Advisory Board Annual Report for FY12 (Cont'd from 10/6/11)
- B) Review & recommendations for the disposition of real property at 6 Stanwood Street (Cont'd from 10/6/11)
- C) Memorandum from Chief Administrative Officer re: Gorton's Inc. establishment of an Economic Opportunity Area and Tax Increment Financing Request (Cont'd from 10/20/11)
- 3. Memorandum from CAO re: request transfer of funds for communication equipment and supplies at the Emergency Operations Center
- 4. Memorandum from Fire Chief re: creation of a revolving training account
- 5. Grant Application and Checklist from Emergency Management Director re: Administrative Help and Equipment
- 6. Supplemental Appropriation-Budgetary Request (#2012-SA-4) from DPW
- 7. Memorandum, Grant Application and Checklist from Interim Health Director re: \$625,000 Drug Free Communities Grant
- 8. Request from the Lanes Cove Fish Shack building Committee re: establishment of a revolving fund for Lanes Cove Fish Shack repair
- 9. Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report

COMMITTEE

Councilor Steven Curcuru, Chair Councilor Paul McGeary, Vice Chair Councilor Jacqueline Hardy

Committee members - Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk

Jim Duggan

Kenny Costa

Jeffrey Towne

Donna Compton

Fire Chief Phil Dench/Deputy Fire Chief Miles Schlichte

Michael Hale

Max Schenk

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City of Gloucester – Capital Improvement Advisory Board Annual Report for FY 2012

I. <u>Executive Summary</u>

The last City of Gloucester Capital Improvement Plan (known as a "CIP") was produced by the Capital Improvement Advisory Board (the "CIAB") in 2007 for FY 2008. Shortly thereafter, due to a lack of board quorum and no structured process for capital submissions from various City departments, the CIAB fell dormant. After several years of inactivity, the CIAB saw the appointment of new members and began meeting regularly in October, 2010, in hopes of prioritizing the capital improvement proposals for FY 2012 and developing a 5-year CIP. The CIAB began its work by defining the types of projects or expenditures that constituted "capital improvements," and thus would be subject to the purview of the CIAB (attached in Appendix A). In early November, 2010, City departments were invited to submit their FY 2012-16 capital project requests. A series of CIAB meetings were scheduled with department managers to discuss project submissions throughout the first quarter of 2011.

Despite best efforts by its members, the CIAB was unable to complete a prioritization of the capital improvement proposals submitted by various City departments for FY 2012, nor develop a longer term CIP. The CIAB's difficulties therein stemmed from a lack of departmental participation, incomplete and inconsistent submissions, and a lack of guidance as to overall City priorities and strategic direction.

In addition, the CIAB's planning and prioritization efforts have been challenged by systemic funding behaviors that have resulted from the lack of longer term City plans and recent significant shortages of investment funds. For example, mandated Combine Sewer Overflow (CSO) and water and sewer improvements have meant that only limited funds have been available for other capital needs. Similarly, some expenditures, which were not capital improvements by definition and should have been funded through operating budgets, were funded through loan authorizations as capital projects. Given these realities, department managers have appealed directly to the Administration and City Council for stop gap and special purpose funding rather than fully participate in the CIP process.

As such, while the CIAB believes that a robust planning process is central to a top performing City government, we will not be able to build a coherent plan until all departments participate in the process and provide complete capital submissions, there is constructive dialog and conclusions on longer term priorities and trade-offs, and key stakeholders (Mayor's Office and City Council) support the process.

II. <u>CIAB Approach and Progress in FY 2011</u>

Citing directly from Section 2-578 of the Code of Ordinances, the CIP shall be concerned "with physical facilities, such as land, buildings or other structures, or pieces of equipment, which require a relatively large investment and have a relatively long useful life." As well, the CIP "shall specify a detailed program of capital expenditures over a period of ten fiscal years from the date on which it becomes effective and shall specify the methods of financing the proposed capital improvements." The CIAB is responsible for setting the minimum standards as to what shall qualify as a capital submission, which typically are stated in terms of project cost and useful life.

At the conclusion of FY 2010, the CIAB consisted of three existing members, Donald Fryklund, Roland Hadley, and William Kyrouz. Josh Arnold, Joel Favazza, Kersten Lanes, and Janet Rice were appointed to the CIAB during FY 2011. On October 18, 2010, the CIAB met for an organizational meeting in which Roland Hadley was elected Chair and Joel Favazza was elected Vice-Chair and Secretary. On Nov 15, 2010, a meeting schedule was established. Thereafter, the CIAB met regularly throughout early 2011.

With the helpful assistance of the City Planning Director, Gregg Cademartori, and the City Chief Financial Officer, Jeffrey Towne, the CIAB formulated a new digital capital improvement form and finalized the process for submission, including form guidelines and timelines. This was then distributed to all City department managers. After the submission deadline, meetings were scheduled with the department managers for both an overview of their requests and when the CIAB needed additional information. While review meetings were being conducted over the winter, departments were afforded additional time to make submissions and amendments to their original submissions. Several departments indicated they would be unable to provide complete submissions for FY 2012 despite deadline extensions. The following Table 1: Submissions Received lists all the projects submitted by all departments. The actual submissions are included in Appendix B.

Table 1: Submissions Received

Department (& Division if Applicable)	Dept. Priority	Proposed Project Description	Dept's Proposed Funding Source	Total Proposed Expenditure (By Project)	Identified Potential Outside Revenue Sources (Show as Credits)	Department Sub-Total (Minus outside revenue sources)	Starting Year
ComDev	1	Bond Hill Wind Turbine Project	GFB/GA	2,000,000	1,400,000	600,000	FY2012
ComDev	2	Blackburn Wind Turbine Project	GFB/GA	6,000,000	400,000	5,800,000	FY2012
DPW	1	F-450 Rubbish Packers	GFB	75,000			
DPW	2	F-350 Flatbed Service Truck	GFB	35,000		75,000	FY2012
DPW	3	F350 Utility Truck	GFB	32,000		35,000	FY2012
DPW	4	F350 4x2 Utility Trucks (2)	GFB	64,000		32,000	FY2012
DPW	5	F150 4x2 Trucks (2)	GFB	34,000		64,000	FY2012
DPW	6	Ford Ranger 4x4 (2)	GFB	42,000		34,000	FY2012
DPW	7	4x4 Heavy Duty Plow Truck with Sander (2)	GFB	144,000		42,000 144,000	FY2012 FY2012
DPW	8	F-350 Dump Trucks (2)	GFB	80,400			
DPW	9	F-350 4x4 Flatbed Truck w/Plow	GFB	39,600		80,400	FY2012
DPW	10	4x4 Backhoe	GFB	106,000		39,600	FY2012
DPW	11	6-Wheel Dump Truck	GFB	111,000		106,000	FY2012 FY2012
POLICE	1	Making Marks De 1					
POLICE	2	Police Radio Replacement (90 units)	GFB	167,000		167,000	FY2012
		Combine Public Safety Facility	GFB	12,458,200		12,458,200	FY2012

¹ While Favazza, Lanes, and Rice were appointed in or around August, 2010, Arnold was appointed considerably later in the year and was unable to participate in meetings during FY 2011.

The minutes for this meeting and all subsequent meetings are available from the City Clerk's Office and are posted on the CIAB's webpage, http://www.gloucester-ma.gov/index.aspx?nid=92.

					T		
Harbormaster	1	Annisquam River Dredging	GA	6,000,000	6,000,000	0	5/50/
Harbormaster	2	Magnolia Pier Reconstruction	GA	2,000,000	2,000,000		FY201
Harbormaster	3	Soloman Jacobs Pier Reconstruction	GA	150,000	150,000	0	FY201 FY201
-		Newell Stadium Project	GFB	3,500,000	2,000,000	1,500,000	FY201
Fire Department	1	Dispatch Center Upgrade	GFB	317,000		317,000	FY201
Fire Department	2	Ambulance Replacements (2)	GFB	500,000		500,000	
Fire Department	3	Combined Public Safety Facility	GF8	0		····	FY201
Fire Department	4	Central Station HQ Repairs	GFB	2,000,000		0	FY201
Fire Department	5					2,000,000	FY201
		Fire Pumper Truck	GFB	615,000		615,000	FY201
				.			

TOTAL 24,720,200

The CIAB felt that it was impractical to attempt a prioritization of the incomplete catalog of submissions, which itself contained several individual incomplete submissions for departments. Without knowing or understanding the full needs of each City department, the CIAB lacked sufficient information to make an intelligent assessment of how the City would best be served by the proposed projects and the order in which to fund.

Furthermore, had the CIAB received complete submissions from each City department, the CIAB would still be unable to effectively prioritize submissions due to lack of guidance as to the City's longterm plans and goals. As such, the CIAB struggled to prioritize proposed projects even within single departments. For instance, the CIAB received informative submissions from both the Police and Fire Departments, and our in-person meetings highlighted the significant deficiencies of the current facilities. During these sessions we also considered the role the Fuller School building might play in creating a combined Police/Fire operation, with opportunities for significant service enhancements and potential cost savings. However, without constructive dialog and at least preliminary decisions on whether Fuller or some other site could provide a future home for the Police and Fire facilities, the CIAB was unable to determine whether necessary upgrades to each of the current facilities should be prioritized above or below vehicle and other equipment requests. Similarly, although the CIAB received no submissions related to the capital needs of the City's schools, there was much uncertainty pertaining to the fate of several school buildings that hampered even informal discussions of school projects with the head of the Department of Public Works, who was recently placed in control of school maintenance.

The CIAB was unable to develop a 5-year CIP for the same reasons cited above. Additionally, many City departments that made submissions for FY 2012 did not include a longer outlook with requests stretching the requested 5-year period.

111. Assessment of the Process

What Worked

1. The Committee was engaged and had good attendance at meetings. All meetings met quorum, facilitated thoughtful discussion, and furthered the goals of the CIAB that were achievable without departmental input.

- 2. Some departments provided thoughtful analysis and insight into their capital plans and needs through their submissions. Most departments provided thoughtful analysis and insight through their in-person meetings with the CIAB.
- 3. The CIAB now has a better sense of the major capital needs of the City and what additional information will be necessary to properly prioritize these needs into a single year and 5-year CIP.

What Didn't Work

- Departmental participation was not 100%. Some departments only engaged partially in the
 process and did not provide a complete and detailed submission as required. Many
 departments did not appear to afford much importance to the CIAB process. No
 departments were able to provide a clear 5-year outlook of their needs.
- 2. Some departments did not adhere to the newly offered definition of "capital expense" and many forms contained expenses outside the purview of the CIAB.
- 3. Several departments had overlapping capital needs or interdependent capital needs. These submissions were largely uncoordinated and could not be resolved through our CIAB meeting discussions.
- 4. The CIAB was not provided sufficient guidance as to the City's overall plan for the future and was thus unable to properly prioritize the submissions in context with the City's overall goals and future plans.

IV. Recommendations for Next Year

The process of having the CIAB analyze and prioritize the City's capital needs as presented by the various departments therein is an important element of good city management and should be continued. The City is positioned to gain guidance and insight from the completion of the CIAB process and this will assist the City in assembling future budgets, building buy-in to specific plans, and in overall long-term city planning. The CIAB process requires that each department take time and assemble an extended financial plan, and this otherwise might not happen without the impetus from the CIAB. Moreover, the City is required by statute to maintain the CIAB and utilize it for its intended purpose.

However, in order to be continued, the CIAB process needs to be fully supported by the City and departmental participation should be required. Such a requirement should provide that long-term financial planning be included in departmental expectations and performance evaluations, and department leader job requirements should include time to complete these responsibilities.³

Lastly, the CIAB requires guidance from the City as to its long-term plans and financial capabilities. There are many significant alternatives and decisions currently being discussed that could dramatically re-shape existing operations. For example, while there is good understanding of the critical near-term infrastructure needs, there is much less clarity on an overall physical plant plan, including

⁸ While the CIAB recognizes the significant task that is establishing an extended financial plan, it should be noted that once a department has a working extended financial plan, their following annual submissions will be able to build off of the initial plan.

priority and timing for delivering infrastructure to meet our Police and Fire needs, school plans, and DPW expectations. There are also significant uncertainties around the impact of any mandated sewer treatment upgrade. While it is unreasonable to expect complete clarity in defining the City's longer term infrastructure priorities, the CIAB cannot rationally prioritize near term investments in the absence of any such information.

V. Conclusion

The CIAB applauds the City for reinvigorating the board. The CIAB thanks the various departments for their participation in the process this year. Although the CIAB is unable to provide a FY 2012 prioritization or 5-year CIP at this time, we are confident that, if progress continues and recommendations are implemented, we will be able to provide the City with the extended financial plans for FY 2013. The CIAB remains willing to participate and contribute to the process of formulating the City's capital improvement plans, and hopes to work with both the Mayor and the City Council in this endeavor.

	Sincerely,
Roland Hadley - Chair	Joel Favazza – Vice-Chair, Secretary
Josh Arnold	Donald Fryklund
Kersten Lanes	Janet Rice
William Kyrouz	

City of Gloucester Office of the Mayor

Review and Recommendations for the Disposition of Real Property

TO THE CITY COUNCIL FOR REVIEW, RESTRICTIONS AND APPROVAL Property Information:

Document Number:	RFP 12069				
Property Name and Ad	dress: 6 Stanwood	Street, Gloucester, MA	۹.		
Description of Property Method of Disposition:	: Building shown on a	assessor's map 111, lot	:8		
Lease Payment Reque	sted: \$ 1.000.00	annually.			
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Purchasing Departme	ait.				
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· N	AME	POSI	ITION		DATE
Contract Manager:			•		and the terms
At the request of the Marecommendations have	yor, I have reviewed	the possible disposition	of the above na	med property M	fs. /
recommendations have	been submitted to the	e Mayor for consideration	on and possible in	nclusion in the F	iy REP
ans			•	1	``I`
		Facilities Director		4 K	Ter .
\mathcal{L}	AME	POSI	TION		DATE
Office of the Assessor	•				DATE
At the request of the Ma	vor I have reviewed t	the possible discoulti-	-£ 11		
recommendations have	been submitted to the	Mayor for consideration	of the above han	ned property. M	y .
		- They are not considerate	ii anu possible in	iciusion in the R	FP.
J. free		Assessor	•	2/15/11	
NA NA	WE	POSIT	ΓΙΟΝ		DATE
Legal Department:					
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			•	. / .	
	L /	General Counsel		9/19/11	
V NA	ME	POSIT	ION		DATE
Office of the Mayor:					
As required by the Glouce	ester Code of Ordina	nce I am cuhmitting			
their approval to dispose	of the above property	vin a Request for Propo	recommendation	n to the City Cou	ıncii for
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Mar Share					alsol.
		Mayor			1/20/11
1941	VII.	POSITI	ON		DATE
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City of Gloucester

Office of the Purchasing Agent City Hall, 9 Dale Avenue

Gloucester, Massachusetts 01930 Telephone 978 281 9710 Fax 978 281 8763



REQUEST FOR PROPOSALS #12069

Disposition of City-owned Land By Lease for Property Located at 6 Stanwood Street, Gloucester, MA.

RFP Available:

Submission Date:

CITY OF G	LOUCESTER, OFFICE OF THE PURCHASING AGENT, 9 Daie Avenue, Gloucester, MA. 01930, TEL 978 281 9710, FAX 978 281 8763, purchasing@gloucester-ma.gov
To:	Cape Ann Beacon
From:	Donna Compton, Purchasing Agent
Date:	
Re:	Please run this ad on Friday, and again on Friday,

CITY OF GLOUCESTER, MA. REQUEST FOR PROPOSALS # 12069 Lease: 6 Stanwood Street

The City of Gloucester is seeking proposals for the leasing and use of City owned land and building located at 6 Stanwood St., shown on assessor's map 111, lot 8. The property is listed as 5,080 SF lot area and 1,756 SF living area. The City seeks to continue the current type of services rendered to the residents by requiring that the property be utilized for emergency radio communication services. The RFP package will be available on at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than . The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts. The City shall not be responsible for proposals arriving late for any reason

Donna Compton Purchasing Agent

CITY OF GLOUCESTER, MA. REQUEST FOR PROPOSALS # 12069 Lease: 6 Stanwood Street

INTRODUCTION:

Pursuant to M.G.L.c 30B, the City of Gloucester requests sealed proposals for the leasing and use of City owned land and building located at 6 Stanwood Street, Gloucester, MA. for a **three year** period. The City of Gloucester is making available this property to address the identified need for **emergency radio communication services**. The Purchasing Agent has issued this RFP after determining that the selection of the most advantageous offer requires comparative judgment of these factors. To promote this public purpose, the rent will be set at \$1,000 yearly. The City Assessor's research estimates the market value to be \$36,000 for the length of the contract. The Gloucester Code of Ordinances, Section 2-3(a)4 requires the successful proposer to pay a \$200 charge for administrative costs.

RFP AVAILABILITY/DEADLINE

The Request for Proposal package will be available on at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than at 11:00 AM local time.

LOT DESCRIPTION: shown on assessor's map 111, lot 8

The property is listed as 5,080 SF lot area
The building is listed as 1,756 SF living area

ZONING: R-3, Residential

RESTRICTIONS:

The City seeks to continue the current type of services rendered to the residents by requiring that the property be utilized to provide essential emergency radio communication response services for Gloucester and the Region in the Civil Defense area.

RFP TERMS AND CONDITIONS:

- The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts.
- The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.
- 3. All proposals must comply with the provisions of Massachusetts General Laws chapter 30B and any other applicable Federal, State and Municipal laws and/or ordinances.
- 4. The City reserves the right to issue addenda to this RFP. If it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all prospective offerors who have requested a copy of this RFP. The addenda shall be deemed a part of this RFP.
- 5. Offeror's responses to this RFP may be modified only by written and sealed communication with the Office of the Purchasing Agent. Any such written and sealed communication must be received by the Office of the Purchasing Agent before the deadline for proposal submission. Proposals submitted in response to this RFP may be withdrawn only by communicating the intent to withdraw a proposal in a written and sealed communication to the Office of the Purchasing Agent before the deadline for submission.
- 6. By submission of a proposal, the offeror agrees, if it's proposal is accepted: to enter into a contract with the City that incorporates all the requirements of this RFP. The offeror further accepts all of the terms and conditions of this RFP.

PROPOSAL SUBMISSION REQUIREMENTS:

- The timetable for the City to award a contract/lease is, as soon as possible after the bid opening, but within 45 days. If additional time is required, a change order will be issued and authorized by the mutual assent of the City and bidder.
- 2. Each Proposer's must include a signed "Non-Collusion Statement". The City will reject any bid for failure to submit the signed "Non-Collusion Statement".
- 3. Each Proposer's must complete the "Reference Form" included in the RFP. Proposes are required to show a minimum of five years of operating successfully an emergency radio communications service and facility.

Proposals must be submitted in a sealed package in the following manner:

Package: Clearly mark (label) in the lower left-hand corner of the envelope

RFP # 12069 Lease: 6 Stanwood Street

Proposer's name and address

Opening date: Time of opening: 11:00 AM

Insclude in Package:

- Four copies of your Proposal, including, but not limited to: a description of the method the applicant intends to use to manage the project, if awarded the contract.
- Description of the qualifications of the key participants whom the Proposer plans to utilize. Any other information the Proposer consider relevant
- Non-Collusion Statement
- References
- Disclosure of Beneficial Interest Form (MGLc 7, Sec. 40J)

PROPOSAL EVALUATION:

This section describes the criteria and process to be used by the City of Gloucester in evaluating proposals received in re-sponse to the RFP. All proposals will be evaluated by the City of Gloucester.

G	roup (Leader) Administ Highly Advantageous, Advantageous, Not Advantageous,	rator's Qualifications: Five years or more More than one year, less than five years Less than one year
De pa	escribe experience: includ irticlpating in joint emerge	de any formal training programs, awards or certificates, on the job training and years ency radio communications program with a municipality.
~		
	oup Qualifications: Highly Advantageous, Advantageous, Not Advantageous,	Five years or more, each member More than one year, less than five years, each member Less than one year, each member
De the	scribe experience of key job training and years pa	members or participants: include any formal training programs, awards or certificates, on articipating in joint emergency radio communications program with a municipality.
-		

MINIMUM CRITERIA:

The City of Gloucester will conduct a preliminary review of each proposal to determine whether it meets the minimum criteria listed below. Proposals that do not meet these minimum criteria may be disqualified from further consideration

- 1. The proposal includes all information required in this Request for Proposal
- 2. The proposers agrees to meet the City of Gloucester's lease terms.
- 3. The proposal meets the City's identified goals as indicated in the RFP

AWARD OF LEASE:

The City will determine the most advantageous proposal from a responsible and responsive Proposer, that meets the stated objective, taking into consideration all evaluation criteria set forth in this Request For Proposal.

CITY OF GLOUCESTER, OFFICE	OF THE PURCHASING AGENT, 9 Dale Avenue, Gloucest	er, MA. 01930, Tel 978 281 9710, Fax 976 281 8763, purchasing@gloucester-ma.gov
REFERENCES:	Request for Proposal: #12069	
Bicder:		•
Ad dress:		
Proposer must provi	de references for all contracts or simi	lar ventures performed within the past five years of similar size
Reference:		Contact:
		Fax:
Description of similar	project performed:	
Reference:		Contact:
		Fax:
Description of similar		
Reference:		Contact:
Address:		
Telephone:	· ·	Fax:
Description of similar	project performed:	
Reference:		Contact:
Description of similar p	project performed:	Fax:

Printed and a second	ittee, club or other organization, entity or gr	oup of individuals.	good faith and without ral person, business,
Bidder:	Address:		•
Authorized Signature	Title:		
Telephone	Fax		
Bid Form "B" TAX COMP	PLIANCE		
IF A CORPORATION: State in which incorporated President Treasurer Secretary			
If a foreign (out of State) corporation - this work, you are required under Mass Section, State House, Boston, a certific	are you registered to do business in Massa sachusetts General Law Chapter 38D, to ob cate to the awarding authority prior to awarc	1-1-6	. If you are selected State, Foreign Corp.
IF A PARTNERSHIP (Name All Partne Name			
	Address	City	State/Zip
IF AN INDIVIDUAL:			
<u>Name</u>	Address	City	State/Zip
F AN INDIVIDUAL DOING BUSINESS	UNDER A FIRM NAME:		
Name of Firm	Business Address	City	State/Zip
Name of Individual	Address	City	State/Zip
ATTESTATION CLAUSE Pursuant to MGL c 62C sec 49A. I certi eturns and paid all state taxes required Social Security No. Or Federal Ide	43 m		
	Signit.	ature or Individual or Cor	porate Name

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

	· concagen	sy mouved in it	ils transaction:	City of Glouce	ster, MA.	· ·
2	Complete le	gal description	of the property:	6 Stanwood S	Gloucester, M.	A. 01930
3	Type of trans	saction: Sale:	NI/A		Map No. 111	Lot No. 8
4	_			Lease or renta		to
5	Purchaser I	N/A N/A	Lessor: Lessee:	City of	Gloucester, MA	4
6	names of all public, the na	stockholders m	ust he listed av	on that if the a	irect or indirect b	ct beneficial interest in the real property beneficial interest in the real property, the ration is listed for sale to the general ing voting shares need not be disclosed.
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	None of the p except as not	ersons listed in ed below:	this section is a	an official elected	to public office i	in the Commonwealth of Massachusetts
-	Name			Title or	position	
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	7. This secti	on must be sig ency named in licer of that con		idual(e) or organ	i-adian(a) and in	ng into this real property transaction with praction, it must be signed by a duly
	7. This secti the public age authorized off The undersign	icer of that con ned acknowled uire filing a new	oration.	idual(s) or organ	ization(s) enterin	ng into this real property transaction with pration, it must be signed by a duly his form during the term of any lease or and Operations within 30 days following
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LEASE DRAFT ONLY #12069

informational; issued for bidding purposes, do not fill out, terms and conditions contained herein will be part of the lease issued by the City to the successful Proposer.

1. PARTIES

That's lease agreement is between the City of Gloucester, a municipal corporation duly organized and existing under the lauws of the Commonwealth of Massachusetts, LESSOR, and co-rporation duly organized and existing under the laws of the Commonwealth of Massachusetts, LESSEE.

2. PREMISES

The LESSOR hereby leases to the LESSEE a certain parcel of land and building located thereon at 6 Stanwood Street, Gloucester, Massachusetts, as described as lot 8 on City of Gloucester Assessor's Map 111.

The term of this lease shall be from

. (Three Years)

4: RENT

The LESSEE shall pay the LESSOR rent at the rate of \$1,000 annually, payable in full, on the first day of the lease term.

The LESSEE shall pay the full cost of all utilities, to be paid directly by LESSEE to the provider of such utility, including but not limited to all charges for water and sewer.

6. USE OF LEASED PREMISES

LESSEE shall use the leased premises for emergency radio communication services for the City of Gloucester and the Region in the Civil Defense Area.

7. COMPLIANCE WITH LAWS

The LESSEE shall make no use of the leased premises which is contrary to any federal, state or municipal law, ordinance or regulation.

MAINTENANCE OF LEASED PREMISES

- a. LESSEE agrees to maintain the leased premises in the same condition as they are at the commencement of the term of this lease or as they may be put in during the term of this lease, reasonable wear and tear, damage by fire and other casualty excepted. The LESSEE shall not permit the leased premises to be overloaded, damaged, stripped, defaced, nor to suffer any waste,
- b. LESSEE shall be responsible for all routine and capital repairs.
- c. The LESSEE must request and receive in writing from the DPW Director approval prior to starting any repairs.
- d. If the LESSEE is unable to complete any required and/or necessary repairs, they may submit a request to the City for completion of the repairs. If the City rejects the request, either the City or the LESSEE may terminate the
- e. LESSEE shall not permit any mechanics lien or similar lien to remain upon the leased premises for labor and materials furnished to the LESSEE in connection with work of any character performed or deemed to have been performed at the direction of the LESSEE and shall cause any such lien to be released of record forthwith without cost to the LESSOR. Any repairs, alterations or improvements shall become the property of the LESSOR at the termination of the lease.

9. ALTERATIONS AND ADDITIONS

Notwithstanding the provisions of the "REPAIR" paragraph herein LESSEE shall not make structural or nonstructural afterations or additions unless LESSOR gives advanced written approval, which approval shall not be unreasonably withheld.

10. RUBBISH REMOVAL

The LESSEE shall remove, at it's own expense, all rubbish and trash from the leased premises. The LESSEE shall maintain and keep the leased premises in a neat, clean, sanitary condition.

11. ASSIGNMENT AND SUBLEASING

The LESSEE shall not assign, sublet or license another to use the whole or any part of the leased premises without LESSOR'S prior written consent. Notwithstanding such consent, LESSEE shall remain liable to LESSOR for the payment of all rent and for the full performance of the covenants and conditions of this lease.

12. INDEMNIFICATION AND LIABILITY

The LESSEE shall hold the LESSOR harmless from all losses, damage and expense, including but not limited to attorney's fees, at the time suffered or incurred by the LESSOR as a result of any demand, claim, cause of action, suit, judgment, execution and liability arising from or in connection with any injury or loss (1) while on the premises or (2) as a result of any act or omission by the LESSEE or LESSEE'S agent, employees, guests, or invites, except if caused by LESSOR'S negligent or willful actions or inaction's.

13. LESSEE'S LIABILITY INSURANCE

The LESSEE shall maintain with respect to the leased premises and the property of which the leased premises are a part, comprehensive public liability insurance in the amount of \$1,000,000 for injury and death to any one person and \$250,000 for any one accident and \$1,000,000 with respect to damage to property, in responsible companies qualified to do business in Massachusetts and in good standing therein insuring the LESSEE as well as the LESSOR against injuries to the persons or damage to the property as provided. The LESSEE shall deposit with the LESSOR certificates for such insurance at or prior to the commencement of the term and thereafter within 30 days prior to the expiration date of any such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten days prior written notice to each insured named therein.

14. FIRE AND CASUALTY

The LESSEE shall not permit any use of the leased premises which will make voidable any insurance on the property of which the leased premises are part or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the New England Fire Insurance Rating Associates or any similar body succeeding to it's powers. The LESSEE shall, on demand, reimburse the LESSOR all extra insurance premiums caused by the LESSEE'S use of the leased premises.

15. FIRE AND CASUALTY

Should the leased premises or a portion thereof be destroyed or damaged by fire or other unavoidable casualty so that the same shall be thereby rendered unfit for use for the purposes leased, the rent may be suspended or abated while the premises are being repaired or the Lease may be terminated at the election of the LESSOR.

16. LESSOR'S ACCESS

The LESSOR or agents of the LESSOR may, at reasonable times, enter to view the leased premises and make repairs or alterations and at any time may show the leased premises to others.

17. DEFAULT BY LESSEE

In the event that:

- a. The LESSEE shall default in the observance or performance of any other of the LESSEE'S covenants, agreements, or obligations thereunder and such default is not corrected within thirty days after written notice thereof; or,
- b. The LESSEE shall default in the performance of any representation, covenant, agreement or obligation, or fails to meet any specification contained in LESSEE'S proposal for this lease, which proposal is incorporated herein by reference, and if any such default or failure is nor corrected within thirty days after written notice thereof; Then the LESSOR shall have the right to terminate this lease and take possession of the leased premises.

18. DEFAULT BY LESSOR

IF lessor shall default in the observance or performance of LESSOR'S covenants, agreements or obligations under this lease and such default is not corrected within thirty days after written notice thereof, the LESSEE shall have the right to terminate the lease and a just and proportionate abatement of the rent shall be made to the LESSEE.

19. NOTICE

Any notice from the LESSOR to LESSEE relating to the leased premises or to the occupancy thereof shall be deemed served if mailed to the leased premises addressed to LESSEE by certified or registered mail, return receipt requested, postage prepaid.

Any notice from LESSEE to LESSOR relating to the leased premises or to the occupancy thereof shall be deemed served if mailed certified or registered mail, return receipt requested, postage prepaid, addressed to the City of Gioucester, City Hall, 9 Dale Avenue, Gloucester, MA. 01930.

20. SURRENDER

The LESSEE shall at the termination of this lease remove all LESSEE'S goods and effects from the leased premises including, without limiting the generality of the forgoing, all signs and lettering affixed or painted by the LESSEE, either inside or outside the leased premises. LESSEE shall deliver to the LESSOR all keys, locks thereto, and other fixtures connected therewith and all alterations and additions made to or upon leased premises in the same condition as they were at the commencement of the lease, or as they were put in during the term of the lease, reasonable wear and tear and damage by fire or other casualty only excepted. In the event of the LESSEe'S failure to remove any of LESSEE'S property from the leased premises, LESSOR is hereby authorized, without liability to LESSEE for loss or damage thereto, and at the sole risk of LESSEE to remove and store any of the property at LESSEE'S expense, or to retain the same under LESSOR'S control or to sell at public sale, without notice, any and all of the property not so removed and to apply the net proceeds of the sale to the payment of any sum due hereunder, or to destroy such property.

21. MISCELLANEOUS

A. This lease shall be construed in accordance with the laws of the Commonwealth of Massachusetts and shall bind the parties hereto and their respective heirs, successors, assigns and administrators.

B. LESSOR'S Request for Proposal for this lease and LESSEE'S Response to Request for Proposal are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the parties here	ato have set their hands ar	nd seals this day of	2011.
ACCEPTED FOR THE CONTRACTOR:		- 12 - 12 - 13 - 13 - 13 - 13 - 13 - 13 - 13 - 13	
	Authorized Signatu	re	
Date	Address		Telephone
ACCEPTED FOR THE CITY OF GLOUCE	ESTER		
Mayor Carolyn Kirk	Date	City Hall., 9 Dale Ave., Gloucester, MA. 01930	978 281 970
PPROVED:			•
Purchasing Agent	Date	City Hall., 9 Dale Ave., Gloucester, MA. 01930	978 281 9710
Contract Manager	Date	City Hall., 9 Dale Ave., Gloucester, MA. 01930	978 281 978
PPROVED AS TO FORM			
City Solicitor	Date	City Hall., 9 Dale Ave., Gloucester, MA. 01930	978 281 9727
			•
PROVED BY:			
City Auditor	Date	City Hall., 9 Dale Ave., Gloucester, MA. 01930	978 281 9730

ASSESSOR'S INFORMATION



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930 OFFICE OF THE ASSESSORS

September 13, 2011

To:

Donna Compton, Purchasing Director

From: Gary Johnstone, Assessor

Re:

6 Stanwood Street Lease

As per your request, the rental or lease data in the immediate and alternative locations which were considered reasonably similar to the 5,080 square foot residentially zoned (R-3 Medium Density) site at 6 Stanwood Street (Map 111-Lot 8) which is improved with a 1,756 square foot two story building featuring two half baths were reviewed in order to determine a reasonable commercial rental or lease amount. A recent review of competitive warehouse, office and retail rental units was performed on September 13, 2011. This review provided commercial rentals or leases in the range of \$5.95 to \$12.60 per square foot resulting in an annual commercial rental or lease range of \$10,448 to \$22,126 and the average of \$9.24 per square foot resulting in an annual rental of approximately \$16,225 per year. The lower or middle of the lease or rental ranges is deemed to be most suitable given the physical limitations of the existing structure, zoning limitations of the site and less desirable decentralized location for most business purposes with an annual lease amount of approximately \$12,000 recommended.

Research provided no similar rentals in the City Of Gloucester of properties limited or restricted to emergency radio communication services. A restriction such as this would drastically limit the number of potential tenants and would severely limit the amount of a rental or lease. Also any rental or lease agreement which would provide for the ongoing maintenance and upkeep of the improvements and site could also substantially lower the annual rental or lease amount.

Respectfully submitted,

Gary I. Johnstone

Assessor

BAS FUS PTO Kitchen Style AC Type fotal Xha Fixhs l'otal Half Baths Heat Type sath Style iotal Rooms otal Bthrms iotal Bedrooms Heat Fuel Interior Fir 1 Interior Fir 2 interior Wall ! nterior Wall 2 Stories Grade toof Cover Coof Structure exterior Wall 2 Exterior Wall I Model Vision ID: 6223 Property Location: 6 STANWOOD ST ccupancy Element | Cd. | Ch. | Description | Element | Cd. | Ch. | Description SHED Description $OB \circ OD_{O}$ Description First Floor Upper Story, Finished Patio TH Chace Finst sace drand 91 91 91 2 2 2 7.1 Sub Sub Descript DESCRIPTION OF SAMERICAN STATE Yone Int Water Asph/F Gls/Cmp Bedroom Plastered Gable/Hip Average Wood Shingle 2 Stories lardwood Residential Colonial Living Area 976 780 LB Units Unit Price Ir 1.756 Account# 00.00 Gross Area 976 780 468 Overall % Cond Apprais Val Cost to Cure Ovr Comment Jost to Cure Ovr Aisc Imp Ovr Comment Dep Ovr Comment fisc imp Ovr)ep % Ovr HAB Section, RCN: Net Other Adj; Kanas lost Trend Factor ep % Complete ixternal Obslnc kernodel Rating AYB unctional Obshic)ep Code <pl>cplace Cost Adj. Base Raic: ear Remodeled 01E6 2.224 1980 MUN IMP RES Gde Area 976 780 47 1.801 MAP ID: 1111/8/// 105.18 105.18 105.18 65 125,900 1900 105.18 189,640 4,000.00 193,640 100 Har Value Percentage 100 101.640 Value 102,656 82,040 4,943 1 of 1 OLd BAS Sec #: Bldg Name: 8 BAS 1 of Card Ġ Print Date: 09/13/2011 09:48 State Use: 9310

CAPE ANN AMATEUR RADIO ASSOCIATION COMMUNICATIONS CENTER - CAARA CURRENTLY: CAPE ANN EMERGENCY GLOUCESTER CITY OF GLOUCESTER, MA 01930 0000 Additional Owners: Vision ID: 6223 Property Location: 6 STANWOOD ST GLOUCESTER CITY OF | ROMAN | TOWNS | T 9310 MUN IMP RES Use Code 7626-987 CITYHALL Year DI TODIA ITON MANDA TAKU TINS TOTANO MA **BUS/CHBIN** 4AIAType Description 12/19/2007 Use Description RS Zone R-10 NBHD NAME Total Card Land Units: Ö Description Residential Other ID: WARD Frontage Depth PREC 3IS ID: 6223 PP ACCT THE DING BURNING BURNI Account # AND THE OWN DATE OF THE PARTY O STREET INDEX NAME Amount 0111 0008 00 Units 5,080 SF 0.12 Amount AC Code 4,900 Parcel Total Land Area; 0.12 AC Description Unit Price MAP ID: 111/8/// 01/01/1867 Insp. Date ASSOC PID# 18.85 Factor TRACING 1.25 % Comp. S.A. 6 Bidg #: THE STANDARD OF THE STANDARD O Number Acre Disc 1.0000 Date Comp. Factor 1 of 1 1.00 Amount 44 Ed. STRIP & REROOF Yr. Code 2011 9310 2011 9310 2011 9310 BATCH EXEMPT EXM LAND TAMB Sec#: 1 of Pescription Code Appraised Value A Bldg Name: 1.00 oral. Comm. Int Assessed Value Notes- Adj Appraised Land Value (Bldg)
Special Land Value Net Total Appraised Parcel Value Valuation Method: Total Appraised Parcel Value Appraised XF (B) Value (Bldg) Adjustment: Appraised OB (L) Value (Bldg) Appraised Bldg. Value (Card) This signature acknowledges a visit by a Data Collector or Assessor AURANIA MANTANA MANTANA 125,900,2010 9310 119,700,2010 9310 100,2010 9310 245,700 THE THE STREET WITH STREET STREET 6/1/2004 1/1/1981 9310 9310 9310 Card Appraised Value Total; ode J ANORSIE ASMINISTASIES of. 125,900 119,700 100 245,700 Special Pricing Assessed Value Assessed Value 131,600,2009 9030 117,200,2009 9030 117,200,2009 9030 248,900 AS Total Land Value: 125,988 119,788 189,788 245,700 Print Date: 09/13/2011 09:48 State Use: 9310 VI VISIT SR ASSESSOR 1dj. Unit Price Total: GLOUCESTER, MA Purpose/Result INSPECTIO Assessed Value Land Value 119,700 119,700 245,700 119,700 245,700 125,900 123,400 271,100 147,600 100

City Hall Nine Dale Ave Gloucester, MA 01930



TEL 978-281-9700 FAX 978-281-9738 jduggan@gloucester-ma.gov

CITY OF GLOUCESTER OFFICE OF THE MAYOR

Memorandum

To:

City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Office

Date:

October 11, 2011

Re:

Establishment of an Economic Opportunity Area and Tax Increment Financing

Request

The TIF Program has a demonstrated value to the community, affirmed through the TIF Committee review, ratification of agreements by the City Council, approval by the Massachusetts Office of Business Development's Economic Assistance Coordinating Council (EACC) and through annual monitoring to satisfy commitments.

The Mayor's Office has received a formal notification from Gorton's Inc their intent to apply to the Massachusetts Economic Development Incentive Program (EDIP). In order for Gorton's to be eligible for an EDIP, the project must be supported through our local TIF Program, including the designation of 127 Rogers Street as an Economic Opportunity Area.

In order to start the process, I have attached the following:

- Gorton's Letter of Intent;
- TIF Request;
- Application for Designation as a Site Specific Economic Opportunity Area; and
- EDIP Preliminary Application.

I have convened a Team of appropriate city staff as the TIF Review Committee. I respectfully request this material be forwarded to the Budget and Finance Committee for review and further discussions.

Thank you



September 29, 2011

Mayor Carolyn Kirk City of Gloucester Gloucester City Hall 9 Dale Avenue Gloucester, MA 01930

Subject: Formal Notification to the City of Gloucester regarding Gorton's Inc.'s Intent to Apply to the MA Economic Development Incentive Program (EDIP)

Dear Mayor Kirk:

I would like to thank you for taking the time to meet with me and my team to discuss Gorton's Inc.'s participation in the EDIP on September 20, 2011.

As you know, Gorton's Inc. is currently in the midst of selecting a final site for a significant expansion of its seafood processing capacity. The planned project would include a capital investment of approximately \$13,000,000 and the creation of twenty (20) full-time positions for both union and non-union staff.

Gorton's has had a long and significant presence on the Gloucester waterfront and in Gloucester's fishing industry and currently employs 268 full-time employees at its Gloucester Seafood Center. The city of Gloucester has for a long provided Gorton's with great access to a highly skilled and educated labor pool as well as an impressive array of subcontractors. However, Massachusetts higher labor costs, real estate and tax structure makes Gloucester an expensive production location.

In order to partially offset these costs, I would like to request your support in the pursuit of a TIF Agreement on Gorton's behalf. If the City were to approve such an agreement, this would allow Gorton's to pursue significant State Investment Tax Credits that could help reduce the final price tag associated with this proposed expansion.

Thanks again for your time last week. I, along with the rest of the Gorton's Inc. Team, look forward to working with you and your team to build on our existing Gloucester operations, and hopefully significantly expand our production capabilities and employment in the City.

Sincerely, Gorton's Inc.

Jean-Pierre Denault Vice President of Finance

Annamarie Kersten, EDIP Director, MOBD
Peter Milano, Senior Regional Director, MOBD
Sarah Garcia, Gloucester Community Development Director



October 11, 2011

Mayor Carolyn Kirk City of Gloucester Gloucester City Hall 9 Dale Avenue Gloucester, MA 01930

Subject: Gorton's Inc. - TIF Request for 127 Rogers Street, Gloveester, MA

Dear Mayor Kirk:

As you know, Gorton's Inc. is currently in the midst of selecting a final site for a significant expansion of its seafood processing capacity. The planned project would include a capital investment of approximately \$13,000,000 and the creation of twenty (20) full-time positions for both union and non-union staff.

Gorton's Inc. preferred option is to locate the planned expansion at our existing Seafood Processing Center located at 127 Rogers Street. In order to partially offset Massachusetts' generally higher locational costs, I would like to request your support in the pursuit of a Tax Increment Financing Agreement on Gorton's behalf. The parameters of the proposed TIF

- 5-year TIF Agreement scheduled to commence on 07/01/12 and conclude on 06/30/17
- 10% exemption schedule for all five years during which TIF Agreement is active
- \$18,672 in estimated municipal tax savings to Gorton's Inc. over life of TIF Agreement

I have attached a spreadsheet that calculates and outlines the parameters of the proposed TIF Agreement described above. If the City were to approve such an agreement, then it would statutorily allow Gorton's to pursue lucrative State Investment Tax Credits that in turn could significantly reduce the final price tag associated with the proposed expansion of our Gloucester

Thanks once again for all your support regarding Gorton's pursuit of a TIF Agreement with the City of Gioucester. I, along with the rest of the Gorton's Inc. Team, look forward to working with you and your team to finalize this proposed TIF Agreement.

> Sincerely, Gorton's Inc.

Jean-Pierre Denault Vice President of Finance

Jim Duggen, City of Gloucester, Chief Administrative Officer CC: Sarah Garcia, City of Gloucester, Community Development Director

128 ROGERS STREET, GLOUCESTER, MA 01930 978.283.3000 www.gortons.com

Estimated Real Property Tax Savings - 127 Rogers Street, Gloucester, MA (5-Year TIF)

					-					
Fiscal Year	Year	Assessment	Improvement Value	Est. New Assessment	Tax Rate	Tax From New Development	Tax @ t00%	TIF %	Taxes Paid	TIF Benefit
2012	Ваѕе	\$5,047,100			\$12,08		\$60 969	in the second	क्टा व्य	cach rear
2013		\$5,122,807	53,000,000	\$8 122 807	\$30.08	076 352	707 000		900,300	
704	,			40,156,000	414.00	950,540	\$56,124	40%	\$94,500	\$3,624
2014	7	\$5,189,649	\$3,045,000	\$8,244,649	\$12.08	\$36,784	599 598	10%	£95.017	6.5 6.10
2015	~	\$5 277 842	22 000 626	0.00000				9/2	716,550	270,06
		0100	65,050,040	38,358,318	\$12.08	\$37,335	\$101,089	10%	\$97,356	53.734
2016	*	\$5,356,808	\$3.137,035	\$6,493,643	\$12.08	\$37.895	£102 608	100/	\$00 04E	
2017	50	\$5,437,160	\$3.184.091	\$8 621 051	\$12.08	120 464	2007201	2	030,050	\$3,790
				1000	20.5	*00.00	3 154, 143	10%	\$100,298	\$3,846
7				,						
totals						\$186,718	\$505,558		\$486.887	£18.672
						*		-		4 2 4

Assuming:

\$18,672

Gross Savings Savings NPV at 7%

\$5,047,100	\$3,000,000	\$12.08	1.50%
*Assessment	"Initial improvement value captured by the TIF	**Tax Role	***Inflation Factor

THE MASSACHUSETTS ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

APPLICATION FOR DESIGNATION AS A SITE SPECIFIC ECONOMIC OPPORTUNITY AREA FOR

127 ROGERS STREET EOA

Located at
127 Rogers Street
Gloucester, MA 01930
(Gloucester Assessor's Map 11, Lot 6)

WITHIN THE

Cape Ann Economic Target Area

October, 11 2011

Proposed by the City of Gloucester

APPLICATION FOR DESIGNATION OF ECONOMIC OPPORTUNITY AREA(S)

PART A: Applicant Information

	I. K
1.	Please check one:
	 This is an application for designation of a new EOA within a previously approved ETA This is a request to amend an EOA previously approved by the EACC.
2.	Community submitting this application:
	City of Gloucester, MA
	Name of proposed EOA(s):
	127 Rogers Street EOA
PAF	RT B: Mandatory Requirements for the Proposed EOA
1.	Location of Proposed EOA(s):
	The property is located at 127 Rogers Street in Gloucester, Massachusetts and is listed in the Gloucester City Assessor's files as Map 11, Lot 6. Please see the location map, attached as Exhibit A.
2.	Description of EOA(s):
	The 127 Rogers Street property is listed on Map 11 as Lot 6 within the City Assessor's files and is a commercial/industrial zoned tax parcel that currently houses Gorton's Seafood Processing Center.
	A Site Specific EOA designation will advance the City of Gloucester's efforts to create and retain jobs and will also serve to stabilize Gloucester's commercial tax base. Additionally, the 127 Rogers Street EOA designation will strengthen the commercial tax base of the ETA, create new jobs and help strengthen the Massachusetts Economy.
3.	Basis for EOA Designation: Check the applicable category or categories (see definitions in attachment at back of application) for each proposed EOA:
	The area proposed for designation as an EOA is a "blighted open area."
	X The area proposed for designation as an EOA is a "decadent area."
	The area proposed for designation as an EOA is a "substandard area."
	The area proposed for designation as an EOA has experienced a plant closing or permanent layoffs resulting in a cumulative job loss of 2,000 or more full-time employees within the four years prior to the date of filing this application.

4. Effective Time Period for EOA Designation: How long do you propose to maintain the EOA designation? The EOA designation may remain in effect for a minimum of five (5) years and a maximum of twenty (20) years.

The 127 Rogers Street EOA will remain in effect for five (5) years.

- 5. Local Criteria for Designation of EOAs: Describe how each proposed EOA meets your criteria for designation of EOAs, as specified in your application for designation of the ETA.
 - The City of Gloucester has adopted economic development goals that seek to minimize job loss, promote infrastructure improvements and diversify the City's commercial and industrial tax bases. The City of Gloucester established the Gloucester Economic Development Program (GEDIP) and Tax Increment Financing (TIF) as the primary vehicles to address these goals.

The objectives of the Gloucester Economic Development Program (GEDIP) and Tax Increment Financing (TIF) are as follows:

- Establishment of a fast and flexible economic development program.
- Attract new business and jobs by providing state tax credits and municipal property tax relief.
- Encourage business development in targeted areas of the City.
- Develop a business friendly government and encourage small business development.
- 6. Economic Development Goals: Describe the economic development goals for each proposed EOA during the first five years of EOA designation.
 - Diversify the City of Gloucester's economic base.
 - Create new employment opportunities.
 - Stimulate the economy of the Cape Ann ETA.
 - Increase the development potential of each locally designated EOA.
- 7. Local Services: Describe the manner and extent to which the municipality intends to provide for an increase in the efficiency of the delivery of local services within the proposed EOA(s) (i.e. streamlining permit application and approval procedures, increasing the level of services to meet new demand, changing management structure for service delivery).

The City of Gloucester is a business-friendly community whose municipal officials are always willing to work with existing businesses to promote economic development and success. City Officials help companies navigate the local permitting and zoning process and expedite these approvals whenever possible.

The proposed 127 Rogers Street EOA is already served by sewer, water, gas, electric, telephone and cable in the area. At this time, no additional services are envisioned for the EOA.

8. Compliance with Community Reinvestment Act: Include a copy of a municipal plan or policy, if any exists, which links the municipality's choice of banking institutions to the bank's compliance with the requirements of the Community Reinvestment Act.

The City of Gloucester does not currently have a written policy linking its banking policies to a bank's compliance with the Community Reinvestment Act.

9. Project Approval:

(a) Identify the municipal official or group/board which shall be authorized to review project proposals for and on behalf of the municipality.

The Gloucester City Council, along with the City's TIF Review Committee is authorized to review project proposals on behalf of the City of Gloucester.

(b) Indicate the standards and procedures for review of project proposals, including the application procedures, the timeframe for review and determination, and the criteria and process for approval of project proposals. If you intend to use supplemental application material (i.e. municipal cover letter with instructions, job commitment signoff sheet, supplemental questions to be required by the municipality, etc.), it must be mentioned here and must be approved by the Economic Assistance Coordinating Council (EACC). Please attach (if appropriate).

All projects seeking designation as a certified project within a proposed EOA will be forwarded to the City's TIF Review Committee that consists of the City Assessor, City Counsel, a representative of the City Council as appointed by the President of the City Council and other municipal officials as deemed appropriate by the Mayor.

This TIF Review Committee will recommend whether a given certified project applicant should be recommended for approval of a Tax Increment Financing (TIF) Agreement by the Gloucester City Council as well as negotiate the terms of the TIF Agreement by and between the City of Gloucester and Certified Project Applicant.

10. Intent of Businesses to Locate in EOA: Identify the names and the nature of businesses, if any, that have indicated an intention to locate or expand in the proposed EOA(s). If possible, include letters of intent from the businesses, outlining the number of jobs that would likely be created and providing a timetable for development of the projects.*

Gorton's Inc. has proposed a significant expansion of it Seafood Processing Center located at 127 Rogers Street. Due to growth within Gorton's stand-up, re-closable bag seafood product, much needed additional production capacity for this product line.

Application for Designation of 127 Rogers Street Economic Opportunity Area (EOA)

Planned capital investments for the proposed expansion project is anticipated to be \$13 million and would include the following improvements:

- 4500 s.f. roof modification that will increase the building height by approx 10ft to above current permit levels.
- Installation of a rooftop electrical substation building adjacent to the new raised roof.
- A full demolition and reconstruction of +/- 17000 s.f. of production space (floors, walls, ceilings).
- Installation of all new supply utilities (hydraulics, pneumatics, glycol, sprinklers, electrical).
- Ancillary support fixtures (lighting, material elevator, sanitation provisions)

The building preparation and machinery and equipment costs is expected to be:

- Building modifications: \$6.0 million Capital, \$1.0 million Expense
- Machinery and Equipment: \$7.0 million Capital

In order to meet increased anticipated demand for its frozen seafood products for the 2013 Lent Season, the additional production capacity outlined above will be required to be operational as of October 2012. Therefore, it can be reasonably expected that construction on the planned expansion project would need to begin no later than the second quarter of 2012 and have a targeted completion date of September 2012.

PART C: SPECIAL REQUIREMENT FOR LARGER MUNICIPALITIES

This section must be completed by any municipality or member of a regional ETA with a population that exceeds fifty thousand (50,000) people. The population threshold should be calculated based on the most recent statistics available from the U.S. Bureau of the Census.

This section is not applicable to the City of Gloucester.

PART D: COMMITMENT TO PROVIDE LOCAL PROPERTY TAX RELIEF

The municipality completing this application must provide a binding written offer to provide either tax increment financing or a special tax assessment to each certified project located within the proposed EOA(s).

Please attach a copy of the municipality's binding written offer.

• In cities, this shall be in the form of a City Council Order or Resolution, along with a Certified Vote by the City Clerk.

- In towns with Town Meeting form of government, this shall be in the form of a Town Meeting Motion, along with a Certified Vote by the Town Clerk.
- In towns with Town Council form of government, this shall be in the form of a Town Council Order or Resolution, along with a Certified Vote by the Town Clerk.

Attached as Exhibit C is a certification of the November ??, 2011 Gloucester City Council vote designating the 127 Rogers Street EOA and a Tax Increment Financing Agreement by and between the City of Gloucester and Gorton's Inc.

EXHIBITS

Exhibit A: Map of Proposed 127 Rogers Street EOA

Exhibit B: Gloucester City Council Vote Approving 127 Rogers Street EOA

Exhibit C: Definition of "Decadent Area" per MGL Section 121A & 402 CMR 2.03

Exhibit A

Map of Proposed 127 Rogers Street EOA

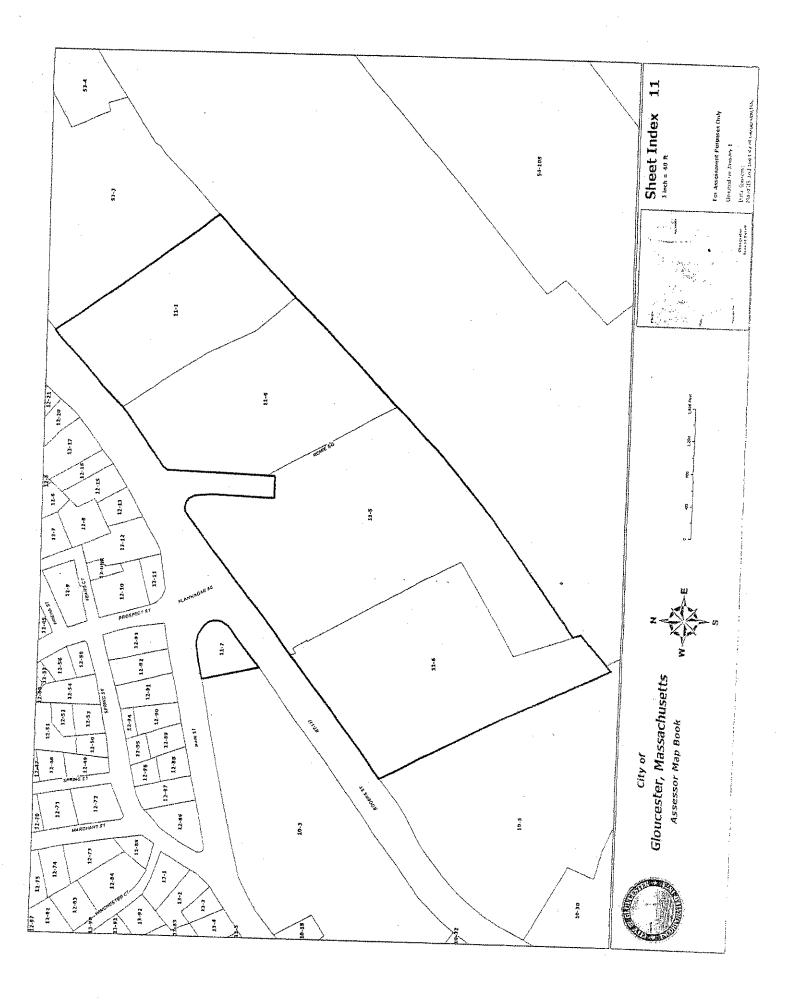


EXHIBIT B

Gloucester City Council Vote as Certified by the Gloucester City Clerk

EXHIBIT C

Definition of "Decadent Area" pursuant to MGL Section 121A & 402 CMR 2.03:

Decadent Area: an area which is detrimental to the safety, health, welfare or sound growth of a community because of the existence of buildings which are out of repair, physically deteriorated, unfit for human habitation, obsolete, or in need of major maintenance or repair, or because much of the real estate in recent years has been sold or taken for non-payment of taxes or upon foreclosure of mortgages; or because buildings have been torn down and not replaced and in which under existing conditions it is improbable that the buildings will be replaced; or because of a substantial change in business or economic conditions; or because of inadequate light, air, or open space; or because of excessive land coverage; or because diversity of ownership, irregular lot sizes, or obsolete street patterns makes it improbable that the area will be redeveloped by the ordinary operations of private enterprise; or by reason of any combination of the foregoing conditions.



Economic Development Incentive Program (EDIP) PRELIMINARY APPLICATION

The following information is required by the Massachusetts Office of Business Development (MOBD) and the Economic Assistance Coordinating Council (EACC) to make a preliminary determination on the eligibility of a project under the Economic Development Incentive Program. This application must be returned in electronic form to your MOBD Regional Director and a hardcopy with original signature(s) mailed to: Brenda Reynolds, EDIP Coordinator, MOBD, 10 Park Plaza, Suite 3730, Boston, MA 02116. Please refer to the EDIP Guidelines, www.mass.gov/dbd/edip and your MOBD Regional Director for assistance with this application.

PART I. COMPANY INFO						
Company Name	Gorton's Inc.					
Executive	Jean-Pierre	Jean-Pierre Denault				
Officer/Company Designee	First Name		Last Name			
Contact (if different from						
above)	First Name	Last	Name		Title	
Email	Jean-Pierre.Denault	@Gor	tons.com			
Address	128 Rogers Street					
	Gloucester MA 01930					
1.00	City	***************************************	State		Zip	
Phone	978-283-3000		Fax	网络	978-281-8295	
Company Headquarters	128 Rogers Street					
Location	Gloucester, MA 019	30				
FEIN 法法律的 计图像 自由	43575531					
Type of Organization:	Corporation (Corpora	tion, G	neral Partner	ship, Li	mited Partnershin)	
Company's Laxable	December 31st					
Year End						
Project Location	127 Rogers Street					
	Gloucester MA 01930					
City State Zip						

Please provide a brief description and history of the company, including NAICS code and whether or not company is a MA DOR registered manufacturer:

NAICS code: 311712 - Fresh & Frozen Seafood Processing

MA Department of Revenue Registered Manufacturer: Yes (Yes / No)

Company Description / History: Gorton's Inc is a subsidiary of Nippon Suisan (USA) and is leading producer of frozen seafood products in both the retail and commercial markets in both the United States and Canada. Gorton's is America's leading seafood company and has been headquartered in Gloucester, MA since 1849.

Gorton's provides it retail consumers and commercial customers with innovative frozen seafood products through retail grocery stores across the United States and Canada as well as frozen fish products to some of the world's leading fast food restaurant chains. Gorton's offers its employees the combination of an entrepreneurial environment often found in smaller organizations, along with the expertise of being a sophisticated consumer goods firm with global resources. Gorton's is committed to providing products and services that surpass expectations. The Gorton's brand in the U.S. (and the BlueWater brand in Canada) markets high quality, value added frozen seafood with innovative product lines such as Grilled Fillets, Shrimp Bowls and Tenders, along with traditional Fish Sticks and Fish Fillets. The Gorton's Fisherman and the "Trust the Gorton's Fisherman" jingle are among the best known brand equities with U.S. Consumers.

Over the last few years, successful new products, compelling consumer communication, and effective retail merchandising have resulted in significant Gorton's volume and share growth within the retail frozen seafood category. Gorton's people have earned the respect of the consumer packaged foods industry by being innovation leaders in both new product development and operational productivity.

	II. ECONON					
	ase indicate th municipality a			阿里斯斯多马斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯	September 29,	2011
B. XXh	en applicable,	please identif	y the Econom	icana a ragina		
The second secon	portunity Area ew EQA	THE PARTY OF THE PARTY OF THE PARTY.	and the statement of the statement of the	municipality		
THE E	xisting EOA	NA				
	Provide a desc	ription of the	proposed bus	iness expans	ion projectano	udinga

breakdown of investment required and the associated costs with a breakdown of the types of expense (land, building, construction, equipment etc.); and the extent to which existing public infrastructure meets the project's needs. When does the applicant expect to: (a) to begin the project, (b) to complete construction, and (c) to officially open the facility.

Growth within Gorton's stand-up, re-closable bag seafood product is driving a need to invest in much needed additional production capacity for this product line. The company is currently evaluating three investment options whereby such additional production capability will be provided. Gorton's three (3) investment options are as follows:

- A new production line installation in existing space at Gorton's Seafood Processing Center in Gloucester, MA.
- * A combined investment to re-tool two production lines at both the Gloucester, MA facility as well as the company's Brunswick, GA seafood processing facility.
- A new production line installation in existing space at the Gorton's Lachine, Quebec seafood processing facility.

Currently, the preferred option pending city permitting and favorable financial incentives is the first option described above, which is to make all investment at Gorton's Gloucester, MA Seafood Processing Center.

Capital investments for this option would include significant building modifications and renovations to accommodate the new production line with some infrastructure to support two additional lines. These would include:

- 4500 s.f. roof modification that will increase the building height by approx 10ft to above current permit levels.
- · Installation of a rooftop electrical substation building adjacent to the new raised roof.
- A full demolition and reconstruction of +/- 17000 s.f. of production space (floors, walls, ceilings).
- Installation of all new supply utilities (hydraulics, pneumatics, glycol, sprinklers, electrical).
- · Ancillary support fixtures (lighting, material elevator, sanitation provisions)

The total investment for this effort is \$13.0 million Capital and approximately \$1.0 million Expense. The breakout between building preparation and machinery/equipment is as follows:

- Building modifications: \$6.0 million Capital, \$1.0 million Expense
- Machinery and Equipment: \$7.0 million Capital

In order to meet increased anticipated demand for its frozen seafood products for the 2013 Lent Season, the additional production capacity outlined above will be required to be operational as of October 2012. Therefore, it can be reasonably expected that construction on the planned expansion project would need to begin no later than the second quarter of 2012 and have a targeted completion date of September 2012.

2. What is the estimated number of (a) full-time jobs to be created and (b) full-time jobs to be retained? Describe now the applicant will create the permanent full-time jobs in Massachusetts within 24 months after receipt of the incentive(s) and how these jobs will be maintained for at least 5 years. What actions will you take to recruit employees from among residents of the municipality and/or Economic Target Area?

It is anticipated that twenty (20) net-new full-time jobs will be created as a result of the proposed expansion project detailed above. Gorton's Inc. current baseline employment level at its both its Gloucester, MA Headquarters and Seafood Processing Center is 268 employees, all of which are expected to be retained as a result of the proposed expansion project.

Given the above-stated need to have the expansion project opeartional by October of 2012, the anticipated twenty (20) additional jobs will be created within 24 months of the receipt of any EDIP incentives. These newly-created twenty (20) created jobs will be closely monitored by Gorton's Inc. to ensure that they will be maintained for at least five years as per MA EDIP requirements. Reasonable efforts will be made by Gorton's Inc. to recruit employees that reside within the Cape Ann Economic Target Area (ETA).

3 Is the applicant new to Massachusetts?

2 2 3 if not, whereare the existing Massachusetts

3 b: Will the proposed economic development

4 b: Will the proposed economic development

5 project require and/or trigger the closing of consolidation of any Massachusetts facilities

6 or the elimination of any other loss currently

4. Is the project likely to result in another substantial and exceptional economic benefit to the Commonwealth? If yes, please explain.

The proposed expansion project will produce positive economic reverberations for not only the Massachusetts Economy as a whole, but also for the City of Gloucester.

The Commonwealth of MA can reasonably expect to receive the following direct economic benefits:

- Significant and incremental MA Personal Income Tax Revenue attached to the twenty (20) net new positions expected to be hired at Gorton's Gloucester Seafood Processing Center.
- Additional MA Corprate Excise Taxes to be paid by Gorton's as the company becomes

an Massachusetts? If yes, please explain

increasingly profitable.

- Additional MA Personal Income Tax Revenue as a result of the temporary constructions workers that will be hired to complete the proposed expansion project.
- Additional MA Sales Tax to be paid on non-exempt construction materials used in the construction of the planned expansion project.
- Additional contributions to be made by Gorton's Inc. to the MA Unemployment Insurance and Workers Compensation Funds for the additional hiring of twenty (20) full-time employees.

The City of Gloucester can expect to receive the following direct financial benefits:

 Additional real property taxes, permits and fees associated with the planned expansion project.

52 Will the project result in spin off economic activity that will support Massachusetts based suppliers and contractors? If yes, please explain.

Additional and considerable spin off economic activity will occur as a result of the planned expansion project. Manufacturing salaries are generally higher than comparable salaries in the services sector. Therefore, the anticipated twenty (20) newly created jobs will generates more income and have a greater "ripple effect" as most will be within the manufacturing sector.

It is generally accepted that the Manufacturing Industry has the highest "Economic Multiplier Effect" of all industry types. The Regional Industrial Multiplier System (RIMS) is widely accepted as the "gold standard" of economic analysis and typically assigns the highest "economic multiplier effect" to job creation projects that are contained within the manufacturing sector.

Gorton's MA-based vendors and suppliers will see additional orders as production capacity is ramped-up. Such suppliers and vendors run the gamut of Gorton's Inc's operations and will include:

- · Architectural, engineering and construction services
- Legal and other consulting services, uniform laundering, catering and other assorted local spending.

C District Concentration of the Concentration of th
6. Please answer the following questions related to the project location:
,一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个
own approant own or lease/rent the facility where when the control of the control
the business expansion/relocation will occur?
buffleasing/renting identify the developer/landford NA
The state of the s
and state who will be the taxpayer of record for
purposes of paying local real estate taxes?
C. If owning, will the applicant fully locsupy the space? Yes
d. Thihe applicant will not fully occupy the space, does NA
tantends to lease/rentane remaining space?
1920年1月1日 - 1930年 - 1
Certification for Abandoned Buildings
。 第一章
a. Does the proposed project involve the renovation No (Yes/No)

and reuse of an abandoned building? b. If yes or unsure, how long has the building been NA	
vacant or unused (if known state date)	
c During the period of time that the building has	
been vacant or unused, what percentage of the	
anilding was vacant and unused? If the percentage	
varied during this time period, provide information for each change in the percent of vacant space and	•
the applicable time period	
8. a. Please indicate the length of Certified Project requested.	5 years
b. Please state which incentives the applicant is seeking:	
State Investment Pax Credit	Yes (Yes / No)
State Abandoned Building Renovation Deduction	No
Local Real Estate Tax Incentive	Yes
9. Please indicate the company's outside of Massachusetts sales as	a percentage of total
sales and describe how the proposed project will alter the distri	bution impact.
As Gorton's Inc. provides frozen seafood products to all states and pro	vinces within the United
States and Canada, the vast majority of the company's sales occur outs Only a very small percentage of Gorton's retail and commercial produc	ide of Massachusetts.
back to Massachusetts and would consits of only those products sold in	or sales can be traced
Massachusetts supermarkets and retail food outlets as well as the sale of	of Gorton's frozen
seafood products at fast food restaraunts within the Commonwealth the	at have procurred
Gorton's as a provider.	
Therefore it can be concernatively estimated that I am I got a concernatively	
Therefore, it can be conservatively estimated that less than 5% of Gorto Massachusetts and at least 95% of the company sales occur outside of	on's sales occur within
be reasonably expected that since the vast majority of sales currently of	eour outside of
Massachusetts, were the additional production capacity to come online	this trend would
undoudtedly continue.	ans helia would
10. Provide detailed information on any other sources of public or q	uasi-public funding
that has been received or will be sought to contribute towards th	e financing of the
Gordon's Inc. has not received nor will it request any difficulty.	
Gorton's Inc has not received nor will it request any additional souurces public funding regarding the financing of the proposed expansion project.	of public or quasi-
	i
11. Is the applicant seeking tax incentives from the Massachusetts Li yes, this may affect the potential EDIP benefits.	fe Science Center? If
No.	

PART III. LABOR AFFIRMATION	
Part A:	
As an applicant requesting Certified Project a box) that this business will not unlawfully mi independent contractors, and certifies complicemployment laws and regulations, including unemployment insurance, workers' compensations. Health Care Reform Law, Chapter 58 of the A	sclassify workers as self-employed or as ance with applicable state and federal but not limited to minimum wages, ation, child labor, and the Massachusetts Acts of 2006, as amended.
As an applicant requesting Certified Project a box) that this business will not knowingly em other third parties that unlawfully misclassify independent contractors, or that fail to comply employment laws and regulations, including bunemployment insurance, workers' compensa Health Care Reform Law, Chapter 58 of the A	ploy developers, subcontractors, or workers as self-employed or as with applicable state and federal out not limited to minimum wages, tion, child labor, and the Massachusetts acts of 2006, as amended.
Part B: Within the past five years, has the applical employees, agents, or subcontractors of wh the subject of (if yes, please provide details)	ich the applicant has knowledge, been
(a) an indictment, judgment, conviction, or grant of immunity, including pending actions, for any business-related conduct constituting a crime under state or federal law;	□Yes ⊠No Details:
(b) a government suspension or debarment, rejection of any bid or disapproval of any proposed contract subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement; or	□Yes ⊠No Details:
(c) any governmental determination of a violation of any public works law or regulation, or labor law or regulation or any OSHA violation deemed "serious or willful?"	□Yes ⊠No Details:

Authorization and Certification

I/WeJean-Pierre Denault, Vice President - Finance, Gorton's Inc. (names and titles) of the applicant business applying for "Certified Project" status from the Commonwealth of Massachusetts, Economic Assistance Coordinating Council hereby certify that I/we have been authorized to file this application and to provide the information within and accompanying this application and that the information provided herein is true and complete and that it reflects the applicant's intentions for investment, job creation and sales. I/we understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to approve "Certified Project" status and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the Certified Project if the Commonwealth discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/we make this certification under the pains and penalties of perjury.

int Signed A	entionally provided misleading, inactive this certification under the pains	and penalties of perjury.
Men	WF - Finance	10-11-11
Name	Title	Date
Name	Title	Date
Certification as	to accuracy and Public Records Law	acknowledgement:
suomittea in sup They also hereb of Massachusett	herby certify that the answers in this port thereof are accurate and compay acknowledge that, under the Publics, this application and all documents ander the provisions of Massachusett	lete representations of the applicant, c Records law of the Commonwealth
Signed A	auf VP - Finance	
Name	Title	10-11-11 Date
Name	Title	Date

City Hall
Nine Dale Ave
Gloucester, MA 01930



FAX 978-281-9700 CITY CLERK FAX 978-281-9738 OUCESTER MA jduggan@gloucester.hang 25 PH 12: 05

CITY OF GLOUCESTER OFFICE OF THE MAYOR

TIF COMMITTEE MEETING

October, 17, 2011 – 9:00 a.m. First Floor Conference Room – City Hall MINUTES

Present: Chair, Jim Duggan (Chief Administrative Officer), Jeff Towne (Chief Financial Officer), Suzanne Egan (General Counsel), Gregg Cademartori (Planning Director), Gary Johnstone (City Assessor), Kenny Costa (City Auditor) and Steve Curcuru (City Councilor)

Absent: None

The meeting was called to order at 9 a.m.

A Letter of Intent (LOI) was submitted to the Mayor's Office from Gorton's Inc. to pursue a TIF Agreement to support a significant expansion of its seafood processing capacity.

The project would include a \$6 million facility expansion and a \$7 million investment into equipment, creating twenty (20) full-time positions. Proposed terms of the TIF Agreement would reflect an annual 10% abatement for five years on the value of the expansion. More importantly, support of a TIF would enable Gorton's to pursue a significant State Investment Tax Credit that would help off-set the investment.

Discussion's proceeded on the timing of the TIF and whether Gorton's proposed timeline (Fiscal Year 2013 – Fiscal Year 2017) would maximize the intended financial benefit. Any improvements or changes in place as of January 2, 2012, will be reflected in the Fiscal Year 2013 Assessment. As such, if the improvements are not in place for January 1, 2012, there would be no TIF benefit for Fiscal Year 2013. Changes in place as of January 1, 2013, will be reflected in the Fiscal Year 2014 Assessment. Therefore, if the work is done or partially done as of January 1, 2013, the 10% TIF benefit would first be realized at that point and reflected in the Fiscal Year 2014 Assessment. The status of the property at other times during the year is not relevant to the assessment.

Further discussion was whether the proposed 10% benefit should be reduced to the minimum 5% or on a decreasing scale? Preliminary figures indicate Gorton's investment would result in building permit revenue of approximately \$90,000 and the increased value from the expansion would be approximately \$3.1 million, yielding an annual

increase of property tax revenue of approximately \$36,240, less the annual TIF benefit of approximately \$3,000 for 5-years.

The Committee discussed Gorton's storied history and their support of the city over the years. Further discussion highlighted Gorton's currently employs 268 people and with the expansion will grow to almost 300 and lastly, Gorton's has chosen to invest here, instead of their Georgia or Canadian locations, where the cost to do business is half of what it is here in Gloucester.

Taking all things into consideration; their continued commitment to the city, level of investment with minimal benefit over a short time period, the Committee expressed complete support for the TIF on the proposed levels.

A question that will be answered for the next meeting is whether the timing of the TIF has any impact on the State Investment Tax Credit?

Meet adjourned at 10 a.m.

Next meeting is scheduled for Monday, October 24, 2011, at 10 a.m. in the First Floor Conference Room in City Hall.

TIF Committee Meeting Re: the Request of Gorton's Inc. Monday, October 24, 2011 – 10:00 a.m. 1st Fl. Council Committee Room MINUTES

Present: Councilor Steven Curcuru; Jim Duggan; Jeff Towne; Kenny Costa; Gary Johnstone; Gregg

Cademartori; Suzanne Egan

Absent: None.

Also Present: Robert Foley, Ernst & Young, representing Gorton's Inc.

The meeting was called to order at 10:00 a.m.

The Committee reviewed the City's draft documentation (on file) for a TIF Agreement between the City and Gorton's, Inc. in preparation for a second half of the meeting with representatives of Gorton's Inc. regarding various sections and what the City would find necessary to change making the agreement acceptable. There was an extended conversation regarding the creation of jobs and for the need to make certain for eligibility for the TIF. The thrust of the conversation is to make sure they had language that sets out specificity as to the jobs creation timetable. There was a discussion of how they certify the actual job hiring to be eligible for the TIF. They also touched upon the regulations at the State level that apply in this instance. They also discussed when the agreement would begin regarding the date of FY2013. The Committee also discussed when they would vote their recommendation, and present that recommendation to the Budget & Finance Committee, and then to present that information before the Council at public hearing. The Committee touched upon a TIF Plan and if there was a need to amend it.

The Committee recessed at 10:47 a.m. and reconvened at 11:05 a.m.

Councilor Curcuru entered the meeting at 11:00 a.m.

There was a discussion of the EOA designation (site specific) and the TIF Agreement that has to be accomplished for vote by the Council. The TIF plan is submitted to the State; and the City would ask the City Council to vote on the EOA designation, the TIF Agreement, and the Certified Project Application. The Certified Project Application is submitted by Gorton's Inc. to the State. Under c. 23A, sec. 3F of MGL discusses the Certified Project. The reason it is reviewed is to be sure there is consistency between the two documents – the City's TIF agreement and the State Certified Project.

Robert Foley, Ernst & Young entered the meeting at 11:11 a.m.

The Committee and Mr. Foley discussed the changes to the draft of the Tax Increment Financing Agreement by and between the City of Gloucester and Gorton's, Inc. Some time was spent in conversation regarding which fiscal year would be used as the base valuation year. They also discussed the 20 new positions Gorton's anticipates adding to their roster with this new expansion project, and how it would be enumerated in the agreement. Also pointed out was the timing of when Gorton's would submit their annual reports on job creation, job retention and new investments at the Facility to the City on or before August 1st.

Mr. Duggan stated then the final certification goes into the State, it will mirror what is in the TIF agreement. Mr. Foley would have all changes agreed to at this meeting by the close of business the following day. He would also attempt the first draft of the motions for the Budget & Finance Committee by agreement with the TIF Committee.

The Committee also touched upon the TIF Plan and Zone and reviewed some inconsistencies that needed correction by Gorton's, Inc. It was noted that John Cunningham would be responsible for the review of the parcels to be sure they use the correct ones and adjust the legal descriptions.

Mr. Duggan summarized they would receive a corrected draft agreement, a corrected TIF Financing Plan and Zone and that they will also receive draft motions all by the close of business the following day by 5 p.m. Mr. Towne noted the chart to be included needs the years adjusted as well. Mr. Duggan will receive the draft and that he would disseminate the new documents to the Committee.

MOTION: On motion by Suzanne Egan, seconded by Gregg Cademartori, the TIF Committee recommended unanimously to the Budget & Finance Committee that the Economic Opportunity Area be established for 127 Rogers Street in Gloucester, MA as discussed in the October 24, 2011 TIF Committee Meeting.

MOTION: On motion by City Solicitor Suzanne Egan, seconded by Jim Duggan, the TIF Committee recommended unanimously to the Budget & Finance Committee to create a TIF Financing Zone for 127 Rogers Street.

MOTION: On motion by City Solicitor Suzanne Egan, seconded by Kenny Costa, the TIF Committee recommended unanimously to the Budget & Finance Committee the approval of the TIF Agreement between Gorton's, Inc. and City of Gloucester with changes discussed in the October 24, 2011 TIF Committee Meeting and subject to the final submittal by Gorton's Inc. of the changes made at that meeting.

A motion was made, seconded and voted unanimously to adjourn the meeting at 12:10 p.m.

Respectfully submitted,

Dana C. Jorgensson Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700 FAX 978-281-9738

jduggan@gloucester-ma.gov

CITY OF GLOUCESTER OFFICE OF THE MAYOR

Memorandum

To:

City Council President Hardy and Members of the Gloucester City Council

From:

Jim Duggan, Chief Administrative Officer

Date:

October 13, 2011

Re:

Communication Equipment and Supplies at the Emergency Operation Center

As previously reported in a September 6th memo from the Mayor, I was scheduled to meet with the Emergency Management Directors (EMD) in two communities; Malden, a community similar to Gloucester with a part-time Deputy Fire Chief as the EMD who is activated on an as needed basis, and Chelsea, a community with a full-time EMD housed in a fully operational Emergency Operations Center (EOC).

As mandated by the Ordinance and Administration Committee, further discussion on the establishment of an Emergency Management Department will be postponed until the new Fire Chief has been hired. For purposes of this memo, I will however request the minimum communications and supplies necessary for a functional EOC.

We learned during Hurricane Irene the value that a fully functional EOC could bring to the community in the areas of planning for an upcoming event, communications, coordination and dispatching of appropriate agencies and disseminating information to the general public and private businesses. Although the EOC was in operation during Hurricane Irene, there were obvious limitations with a lack of supplies and communications.

It was clear in my observations of Chelsea's EOC capabilities, and confirmed by their EMD, that having a functional EOC should be Gloucester's first priority. Therefore, I respectfully request that \$6,000 be transferred from the Special Reserve account to the Civil Defense Department for the following items:

2	
Telephone Service	\$2,880
Telephone Hardware	\$2.520
Food & Beverages	\$100
Supplies	\$500
Total	\$6,000

Please refer this request to Budget and Finance for their review and discussions. Appropriate personnel will be available to answer any questions.

Thank you

Office of the Fire Chief Philip S. Dench 8 School Street Gloucester, MA 01930



TEL 978-281-9780

PAX 978-281-9822

pdench@gloucester-ma.gov

CITY OF GLOUCESTER FIRE DEPARTMENT

RECEIVED
OCT 18 2011
Mayor's Office

MEMORANDUM

Date:

October 13, 2011

To:

Mayor Kirk

From:

Chief Philip S. Dench - Fire Department

ss.d-

Subject:

Revolving Training Account

I am in the need to create a revolving training account for Northeast Health Systems. This account is for the sole purposes of training that is being reimbursed by Northeast Health Systems. When we receive the payment from Northeast I will then be able to pay the Firefighters that attended the training session.

Please see example of one that occurred on October 7, 2011.

If you need anything else please let me know.

Thank you.

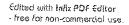


City of Gloucester Grant Application and Check List

Granting Authority: State	FederalOth	er
Name of Grant:		
Department Applying for Grent: Fire	Department	
Agency-Federal or State application is requested fr	rom;	
Object of the application:		
Any match requirements:		
Mayor's approval to proceed: Signature		
Signature		Date
City Council's referral to Budget & Finance Stand	ing Committee:	
	Vote	Date
Budget & Finance Standing Committee:		
Positive of	or Negative Recommendation	Date
City Council's Approval or Rejection:		
City Council's Approval or Rejection: Vote		Date
City Clerk's Certification of Vote to City Auditor:		
	Certification	Date
City Auditor: ssignment of account title and value of grant:		
- Annaharan	Title	Amount
uditor's distribution to managing department:		
	Department	Date sent

FORM: AUDIT GRANT CHECKLIST - V.1





CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME:	Fire Du	epartmer	o+	•
ACCOUNT NAME:	Northead	st Healt	h System	5 Training A
FUND NUMBER AND NAM	ME: (N/A FOR NEW FUNI	D) 2	93020	s Training A
CFDA # (Required for Fed	ieral Grants):			
DATE PREPARED:	· · · · · · · · · · · · · · · · · · ·	10-13	3-11	
OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 5810)	\$1,100.00			
	J			\$0.00
1				\$0.00
				\$0.00
Total	E 1,100.00\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5.1)	\$ 1,100.00 50.00			
				\$0.00
				\$0.00
		i i i i i i i i i i i i i i i i i i i		\$0.00
	. 1			\$0.00
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······································				\$0.00
				\$0.00
				\$0.00
	đ			\$0.00
Total:	1,100.00\$0.00	\$0.00	\$0.00	\$0.00
DEPARTMENT HEAD SIGNA	TURE _	Chuly	e f de	. L
ATE ENTERED (AUDIT)		AUDITING	DEPARTMENT INITIALS	

FORM: AUDIT ACCOUNT BUDGET - V1

Official Continuing Education Attendance Roster

Date: 10/7/11	· · · · · · · · · · · · · · · · · · ·	OEMS Approval #	<u> </u>
Time: 07:30 - 11:	30		
Topic: MDU Dr	1		
Sponsor: Northast	Hacliff.	structor: tems	
		/ Name	EMT#
Directions: Each EMT must latificate number. Sponsor must immediately following the pro-	st forward the C	GN his/her name and inc ORIGINAL Attendance	clude his/her EMT ce Roster to the OEMS
PRINT NAME SI	GN NAME	MASS EMT #	OVERTIME HRS
Sprier Prained	dieply	_ 845006	.4
Thomas Sayess	Mun Se	839330	4
PODERT RIVAS	\$ 50 mg	Jave 83502	3 4
Linda Henry	Indet	kan 825736	: 4
Philip Harvey	all	853813	4
Steplen Aullo	HA (al 8/18/0	4
		01.01	
·			
		the state of the s	
I attest, under the penalty of per	jury, that this i	s a true record of attend	lance.
Signed Program Coordin	ator		
orm5	• •••		

ECEN/EPOCT 11 2011

	TOTAL	\$211.68 \$182.64 \$171.88 \$152.40 \$152.40	\$1,022.84
I SYSTEMS	OT RATE	\$52.92 \$45.66 \$42.97 \$38.10 \$37.96 \$37.96	
HEAST HEALTH	HRS	4 4 4 4 4	
MDU DRILL - NORTHEAST HEALTH SYSTEMS	October 7, 2011	Aiello, Stephen Harvey, Philip Henry, Linda Kennedy, Daniel Kivas, Robert Sayess, Thomas	

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City of Gloucester Grant Application and Check List

Granting Authority: State	FederalC	Other
Name of Grant: Emergeny Man		ralena tal "
Department Applying for Grant:	Performance	Grant
Agency-Federal or State application is requested fr	rom: MEMA	
Object of the application: Administration	= Help + Equ.	prient for
Any match requirements: 10070 IN	gency moderate	gement . T. Lied (seeApplication
Mayor's approval to proceed:	1.	10.19.2011
City Councille referred to De to S. Di	Inste	Date
City Council's referral to Budget & Finance Standi	ng Committee:	
Budget & Finance Standing Committee:	Vote	Date
Positive o	or Negative Recommendati	ion Date
City Council's Approval or Rejection:	•	
Vote		Date
City Clerk's Certification of Vote to City Auditor: _		
	Certification	Date
City Auditor: Assignment of account title and value of grant:		
·	Title	Amount
Auditor's distribution to managing department:		
	Department	Date sent
JOTE A COMPLETE THE STATE OF TH		

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



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THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399 Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Kurt N. Schwartz Director

Deval L. Patrick Governor

Timothy P. Murray Lieutenant Governor

ary Elizabeth Hefferman Secretary

> FFY 2009 Emergency Management Performance Grant 'Supplemental' Application for Grant Funding (AGF)

Overview

Through this AGF, the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from local emergency management departments for FFY 2009 EMPG 'Supplemental' Funding. MEMA plans to - via this competitive grant process - make available approximately \$267,500.00 to eligible applicants.

Eligible applicants are those communities that are currently under contract with MEMA for FFY 2009 EMPG funds.

This document provides a brief overview of the FFY 2009 EMPG and specific guidance for entities applying for funds. The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. The applicant is responsible for ensuring that its proposed project fully complies with the federal and State guidance for the EMPG. Links to the federal guidelines for this program and other pertinent documents that must be consulted when preparing the application are found within this document.

MEMA will conduct six general informational sessions regarding this AGF. Attendance at these sessions is optional. The same information will be presented at each session. The sessions will be held on:

Monday Sept. 26 10:00AM MEMA Region II - 12-I Rear, Admin. Road, Bridgewater, MA 02324 Tuesday Sept. 27 10:00AM MEMA Region I - 365 East Street, Tewksbury, MA 01876 Tuesday Sept. 27 2:00 PM MEMA HQ -400 Worcester Road, Framingham, MA 01702 Tuesday Oct., 4 MEMA Region III - 1002 Suffield Street, Agawam, MA 01001 10:00AM

Tuesday Oct., 4 MEMA Region III - 1002 Suffield Street, Agawam, MA 01001 6:00 PM Wednesday Oct., 5 10:00AM

MEMA Region IV - Public Safety - 1370 Main Street, Holden, MA 01520

Submission Process

Completed applications – using the <u>Template</u> found on pgs 3-9 - must be <u>received</u> by your respective MEMA Regional Office <u>no later than November 1, 2011</u>.

Mailing addresses for each of the Regional Offices are below:

MEMA Region I

365 East Street Tewksbury, MA 01876

MEMA Region II

12-I Rear Administration Road Bridgewater, MA 02324

MEMA Region III/IV

1002 Suffield Street Agawam, MA 01001

Late applications will not be accepted.

Applications must be type-written; hand-written applications will not be accepted.

Please note that as this is a competitive application, general assistance (e.g., clarification on allowable AEL numbers) will be provided, but specific requests for assistance (e.g., 'pre-review' of an application proposal) may not be provided.

All applications will be scored (using the evaluation criteria within) by MEMA and all applicants will be notified of the review process results.

Application for Grant Funding Template

Please use this Template. Please do not alter this Template. If the proposal contains an interoperable communications component, then the <u>entire</u> Template must be completed.

Applications should be based on an identified gap, and not at the prompting of a vendor that stands to benefit from the awarding of a grant.

1. Entity submitting this Application for Grant Funding

Point of Contact (including contact information):

2. Project Period (Up to Five (5) Points)

(Estimated begin/end dates for the proposed project in MM/YYYY format). For planning purposes please use a <u>projected</u> start date of January 9, 2012. The Project must be completed by 6/30/2012:

3. Project Summary (Up to Sixty (60) Points)

Using the format below, please provide a clear and comprehensive summary (1 ½ pages maximum) that includes response to the following:

- the proposed project;
- why this is needed, and how this need was identified:
- if applicable, the usage plan for equipment;
- expected outcomes; and
- how outcomes may be measured.

4. Funding Amount Requested

5. Match (Up to Ten (10) Points)

Successful applicants **must** provide a 100% (dollar-for-dollar) cash or in-kind match. There is no minimum/maximum award amount, but applicants **must** show they can provide a 100% match of their requested award amount. Please provide:

- * the match amount:
- type of match (cash or in-kind);
- specific match source; and
- statement that this match is available during the above-referenced Project Period.

6. Interoperable Communications Investment Proposal (ICIP)

If your Project has an interoperable communications component, please complete the following table on pgs 5-7:

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP table, applicants should provide a clear description of the 'Interoperability Problem'. As an example:

<u>Problem</u>: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducing 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections <u>except</u> for the shaded areas. Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the Committee Referred t			rol# mittec G		F	roposed unding S	Federal ource:	Pr Fu \$	oposed Fed inding Amo	leral unt:
				nan i Die						
Investment Name:		Applicant	Organiza	tion:			Applica	nt S	ignature:	
Investment Summary		-						v		
Statewide Communica addressed by this inve apply)	tions Pl estment	an (SCIP) G (please cir	oals cle all tha	it (0 0	Govern SOP Techno		0	Training & Usage	& Exercise
Project Start Date:	Projec	t End Date:	Is an revie	Environ w requ	on) uir	mental 8	Historic F is project:	res	ervation (E	HP)
Applicant Contact Name:	Phone:		Email:	· · · · · · · · · · · · · · · · · · ·			Address:			
	PROGRAM COMPANIES	The state of the s	El-tronigeness							
Assigned to Committee Estimated Review Date Committee Recommend Executive Management (Executive Management (Recommendation SEE Recommendation Applicant notified of Recommendation	ation to: Committ	ее Арр	roval L	Penial Penial Penial		Amend Amend	SIEC Men	when the second	Signature	Date 2

NOT Applicable

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Governance		
SOP		
Technology		
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Exercise		
Usage		
Org	anization	
		Asset Description
	Goal Governance SOP Technology Training & Exercise Usage	Governance SOP Technology Training & Exercise

Disciplines-	Discipline	Enhancement
 Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 		
Please use the following abbreviations to represent the corresponding discipline:	Public Wor	Inforcement; EMS - Emergency Medical Services; EMA - Management Agency; FS - Fire Service; HZ - HAZMAT; PW - ks; PH - Public Health; GA - Governmental Administrative; PSC - cy Communications; HC - Health Care; O-Other
Multi-Jurisdictional Interoperability All investments must provide interope between two or more jurisdictions.		
Identify each jurisdiction that will achi interoperability from this investment.	eve	

FY 2009 SUPPLEMENTAL EMPG PROGRAM GRANT PROJECT SUMMARY

PROGRAM NAME:

GLOUCESTER EMERGENCY MANAGMEMENT PERFORMANCE GRANT

COMPLETED BY:

MILES SCHLICHTE-EMERGENCY MANAGEMENT DIRECTOR September 28, 2011

DATE COMPLETED: TELEPHONE:

(978) 836-8016 CELL

E-MAIL:

MSCHLICHTE@GLOUCESTER-MA.GOV

It is the intent of the City of Gloucester to continue to utilize the supplemental FY2009 EMPG funding in much the same manner as the first FY2009 grant. The first FY2009 grant was approved to hire a contractor to work directly with the Emergency Management Director in the role of administrative assistant to assist in fulfilling the emergency management program goals and objectives as set by MEMA/FEMA. This grant funded assistant has been of great help and much has been accomplished. Unfortunately, the original FY2009 grant that funds this position expires in Sept of 2011. Therefore, continued grant funding to be able to keep the administrative assistant position is our first priority. Additionally, the City would like to utilize this supplemental grant to purchase equipment to make the Gloucester Emergency Operations Center fully functional. The purchase of equipment is our second priority and is further outlined at the end of this document. Project period is expected to be from January 9, 2012 to June 30th, 2012.

The Contractor will assist the EMD in addressing these priorities:

1. Comprehensive Emergency Management Plan: Updating of the City's Community Emergency Management Plan is ongoing. A complete rewrite has been 80% completed just in time for the annual update to start. The contractor will be of great assistance in the collecting and compiling the necessary information to complete and update the CEMP and its annexes.

Volunteerism and Community Outreach:

Gloucester has recently established a CERT team with great initial success. Continued expansion of the Gloucester Community Emergency Response Team (CERT) will greatly benefit the community in many ways. Hurricane Irene showed that the City currently does not have enough CERT volunteers to be effective in their neighborhoods and assist at the EOC. The contractor will assist the EMD in expanding and managing this program.

Training/Exercise:

The contractor will create target training opportunities for the existing CERT members, provide training for new CERT members, train CERT volunteers to become EOC staff and assist the EMD as needed in local and regional training events. The contractor will also work with the EMD and the local REPC to develop and maintain multiyear training and exercise plans, as well as target trainings.

4. Resource Management/Logistics:

Gloucester's existing resource manual is outdated and scattered among many departments. The contractor will assist the EMD in gathering all these local resources into one common location attend the appropriate MEMA trainings and populate the MEMA Statewide Resource Management System.

The Gloucester Hazard Mitigation Plan is currently under review at FEMA: There are many significant hazards in this industrial city with multiple freezer plants that utilize ammonia as the primary concern. Completion and updating of threat and hazard identification and the creation of a plan for remediation/response will be a major undertaking that the contractor can assist the Emergency Management Director with as well as research on potential Hazard Mitigation grants.

6. Response Operations:

At no cost the Emergency Management Director has converted a former middle school computer lab and attached classrooms into the City's first Emergency Operations Center (EOC). The lack of an EOC has been identified as a major flaw during multiple audits of the public safety departments. This grant will assist in purchasing necessary equipment to make the EOC fully functional (see attached photographs)

These grant funds are needed to meet the steadily increasing use of the Emergency Operations Center which has been utilized four times by Gloucester already this year. Additionally, this EOC will be available as a regional EOC for use by the neighboring communities of Rockport, Essex and Manchester-by-the-Sea if needed. While the initial creation of an EOC has been a great success, these four activations have illustrated major shortcomings in our information gathering ability and in our ability to communicate with both the citizenry and the emergency responders. These shortfalls were most recently identified during Tropical Storm Irene when the city and volunteer staff at the EOC were unable to manage and disseminate information due to a lack of computers and no printers. Currently EOC staff brings in their personal laptops for use in the EOC since there are no PC's. There are no video display screens to monitor news channels, or to display the feeds from the homeland security cameras which are located throughout the city. Being able to readily display current information as it occurs projected on a screen will ensure that all managers in the room get information in a timely manner. The lack of video displays or televisions to monitor the weather and news channels was repeatedly mentioned in

the After Action Reports (AARs) submitted by EOC staff who was working in the EOC during these events. Also, a year ago, a grant from Homeland Security allowed the City to install security cameras at key locations around the harbor. We would like to be able to further utilize this grant funded equipment that was put in primarily for security for a secondary purpose. By installing a second feed from these cameras into the EOC we will be able to monitor the waterfront from the EOC during weather events. These camera feeds are currently only visible at the police station.

If approved, we expect that:

- The eCEMP will be completed and updated by the contractor.
- The Gloucester CERT team will be expanded through additional CERT training.
- The contractor will arrange for CERT specialty trainings as identified by the Emergency Management Director.
- The contractor will attend trainings and populate the MEMA Statewide Resource Management System when that system comes on line with MEMA.
- The contractor will assist the EMD in the research and writing of potential Hazard Mitigation Grants and continue the process of threat and hazard identification within the City.

If fully funded, equipment that will be purchased with this grant will include:

- 9 PC's, and Monitors
- 2 Laptops and software
- 1 Black and white printer and ink 1 color printer and ink
- Wireless router
- 3 Video Displays, Matrix switch and installation.

Outcomes will be measured by the completion of these tasks.

Our usage plan for the equipment is to be able to fully utilize the EOC for both unplanned incidents and planned community events. We also plan on scheduling training and functional exercises with our EOC team to ensure they are familiar with any new technology. With respect to the request for equipment for the EOC, becoming a fully functional Regional Emergency Operations Center can be easily measured by comparing past activations to the next activation. The expected improved outcome will be captured through AAR's of the next event. All equipment will be housed at the Emergency Operations Center.

We would appreciate full funding of this grant request. In the event that only partial funding is available, our priorities are

Priority 1	Contractor to assist the Emergency Management Director	
Priority 2	Computer equipment for the FOC (0 PO)	\$11,500.00
	Computer equipment for the EOC (9 PC's and monitors, 2 laptops and software and wireless router)	\$ 4,802.07
Priority 3	2 Printers for the EOC	
Priority 4	3 Video Displays for the EOC wiring and installation	\$ 803.92
• To	tal Shipping charges are \$456.32	\$ 7,347.31

The total funding amount requested is \$24,767.79

7. <u>Budget Detail</u> (Up to Fifteen (15) Points)

The Budget <u>must</u> align with your Project Summary and <u>all</u> costs must be identified below. Insert additional rows if needed. For equipment, list the <u>EMPG</u> Authorized Equipment List (<u>www.rkb.us</u>) Reference number.

Applicants may include up to, but no more than, three (3) % of their request for 'Management and Administration' (M&A) costs. M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. Applicants are reminded to be mindful of supplanting and/or dual compensation.

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL#	Quantity	Unit Cost	Total
Planning	Contractor to assist the Emergency Management Director		500 hours	\$23.00	\$11,500.00
Equipment	Hardware computers integrated - rebuilt PC's	04HW-01- INHW	9	\$219.99	\$1,979.91
Equipment	Hardware computers integrated - 19" monitor	04HW-01- INHW	9	\$99.00	\$899.91
Equipment	Hardware computers integrated - laptops	04HW-01- INHW	2	\$599,99	\$1,199.98
Equipment	Hardware computers integrated - laptops slipcase	04HW-01- INHW	2	\$24.99	\$49.98
Equipment	Hardware computers integrated - Logitech wireless mouse	04HW-01- INHW	2	\$19.99	\$39.98
Equipment	Hardware computers integrated – B & W , Multi functional laser printer	04HW-01- INHW	1	\$219.99	\$219.99
Equipment	Hardware computers integrated – B & W Laser Cartridge	04HW-01- INHW	2	\$67.99	\$135.98
Equipment	Hardware computers integrated – laser jet color pro printer	04HW-01- INHW	1	\$229.99	\$229.99
Equipment	Hardware computers integrated – laser print cartridge black	04HW-01- INHW	1	\$49.99	\$49.99
Equipment	Hardware computers integrated – laser print cartridge Cyan	04HW-01- INHW	1	\$55.99	\$55.99
quipment	Hardware computers	04HW-01-	1	\$55.99	\$55,99

	er en in Sandaga (ja Versa) ja 1851 species sa		GRAND T	OTAL.	\$24,767.79
	Shipping of equipment	21GN-00 Ship		\$314.49	\$314.49
Shipping	Installation of wiring and equipment	21GN-00- INST		\$3,782.00	\$3,782.00
Equipment Installation	Wireless Router	04HW-01- INHW	1	\$79.99	\$79.99
Software Network	Gov. Office Standard 2010 Microsoft operating software	04SW-04- NETW	2	\$276.16	\$552.32
Equipment	Video Displays- hanging brackets	04MD-03- DISP	3	\$49.99	\$149.97
Equipment	Video Displays- Atlona At-HD-HDMI Matrix Switch	04MD-03- DISP	1	\$1,015.37	\$1,015.37
Equipment	Video Displays- 46" screen televisions	04MD-03- DISP	3	\$799.99	\$2,399.97
Equipment	Hardware computers integrated – laser print cartridge Yellow	04HW-01- INHW	1	\$55.99	\$55.99
	integrated – laser print cartridge Magenta	INHW			

8. Milestones (Up to Ten (10) Points)

Please list no less than three (3) but no more than five (5) milestones for this project. Milestones shall directly relate to the Project Summary. Milestones shall have an estimated start/end date (in MM/YYYY format) and be listed sequentially. For planning purposes, please use a projected start date of 1/9/2012. The Project must be completed by 6/30/2012.

Milestone	Tasks/Activities	Start Date	Completion Date	
1	Populate the MEMA Statewide Resource Management System	1/9/2012	2/30/2011	
2	Assist in and supervise the purchase and installation of grant purchased equipment to make the EOC fully functional for use during unplanned incidents and planned community events	3/30/2011		
3	Create Training Activities and provide new CERT training	events Training Activities and provide new 1/9/2012		
4	The completion and update of Gloucester's Comprehensive Emergency Management Plan. This is a "living" document and should be reviewed on an ongoing basis.	1/9/2012	6/30/2012	
5	Identification and documentation of Hazard Mitigation projects and grant opportunities. This will be an ongoing project that will be performed throughout the grant time frame.	1/9/2012	6/30/2012	

9. EHP Review

ls a formal Environmental & Historic Preservation (EHP) review required for this project? If yes, please note here reasons why.

If no, please provide a brief reason why a formal review is not required. Please refer to FEMA Informational Bulletins #271 and #345 for further detail.

If EHP review is required, MEMA will work with successful applicants to develop their 'EHP Screening Memo'. This Memo does <u>not</u> need to be submitted with the application.

A formal review is not needed for this project as there are no projects in this grant application that include Physical security enhancements, renovations/upgrades/modifications to structures or any projects with the potential

to cause adverse impacts to natural, biological or cultural resources (including historic properties).

General Guidance for Applicants

Please note that as this is a competitive application, general assistance may be provided, but specific requests for assistance may not be provided. All applications will be scored (using the evaluation criteria within) by MEMA and all applicants will be notified of the review process results.

1) Non-Supplanting

Federal grant funds must supplement state or local initiatives and **shall not replace (or supplant)** funding appropriated from State and local governments with their Federal grant funding.

2) Specificity

Specificity in your 'Project Summary'. To the extent applicable — follow the 'Who, What, When, Where, Why, and How' approach.

Who (specifically) is benefiting from this proposal, and who is implementing? What (specifically) is being proposed? (Define the project and its scope) When will the project(s) begin and end? Where will any equipment be housed? Why is this project important? How was this determined? How will the project be implemented?

Please note that these questions above are provided as a guide. For instance, a proposal stating "two generators will be procured" does not provide enough detail.

3) Budget Section: All costs must be allowable under the EMPG

Allowable cost information may be found in the FFY 2009 EMPG grant guidance and/or Authorized Equipment List.

The FFY 2009 EMPG Guidance may be found on FEMA's website here: http://www.fema.gov/pdf/government/grant/empg/fy09 empg guidance.pdf

The Authorized Equipment List may be found on-line here: https://www.rkb.us/mel.cfm?subtypeid=549

Important: all equipment must be allowable under the EMPG; applicants should ensure that the AEL number provided is specific to the EMPG grant.

For instance, if two generators are to be procured, this section would provide the total estimated costs. Further, the information provided here must align with your Project Summary Section.

4) Grammar Counts

We are requesting concise proposals that provide adequate detail and are written clearly so the review team can provide appropriate review. Hand-written applications will not be accepted.

5) Allowable Costs

For further detail on allowable costs, please refer to the FFY 2009 EMPG Guidance. In general, EMPG funds may be spent in the following areas:

- Planning
- Equipment
- Training
- Exercises

6) <u>Unallowable Costs</u>

For further detail on unallowable costs, please refer to the FFY 2009 EMPG guidance. In general, EMPG funds will not support the following:

- Weapons and ammunition
- Hiring of first responders
- Supplanting

Evaluation Criteria

Applications will be evaluated based on the Evaluation Criteria listed below, so it is important that proposals clearly and completely address these requirements.

<u>Project Period</u> (up to five (5) points): a start date and end date must be provided and adhere to given instructions.

<u>Project Summary</u> (up to sixty (60) points): the extent to which the applicant provides a clear and detailed summary. All costs must be allowable under the EMPG.

Match (up to ten (10) points): a cash or in-kind match must be provided and adhere to given instructions.

<u>Budget Detail</u> (up to fifteen (15) points): the Budget must align with the Project Summary and represent EMPG-allowable costs.

Milestones (up to ten (10) points): key activities must be identified and align with the given start and end dates.

Applicants with general questions may contact their respective MEMA Regional Office and/or MEMA Local Coordinator. Applicants may also contact Jeffrey Trask at 508.820.2053 or via email at Jeffrey.Trask@state.ma.us.

Please note that as this is a competitive application, general assistance will be provided, but specific requests for assistance may not be provided.

Font Size :

Your Updated TigerDirect Quotation# F7162470

From: William Bailey < William Bailey@TigerDirect.com> Subject: Your Updated TigerDirect Quotation# F7162470

To: CAROL MCMAHON < carol.mcmahon@comcast.net> Cc: William Bailey < William.Bailey@TigerDirect.com>

Fri, Sep 30, 2011 01:54 PM

Quote No. F7162470 Expires: 9/30/2011 12:00:00 AM

Bill To:

CAROL MCMAHON GLOUCESTER EMERGENCY MANAGEME 9 DALE AVE ATTN ACCOUNTS PAYABLE GLOUCESTER, MA 01930 9782901080

Ship To:

CAROL MCMAHON GLOUCESTER EMERGENCY MANAGEME 9 DALE AVE

01930, MA 01930 9782901080

Dear CAROL MCMAHON,

This email contains your updated quote summary. Should you have any additional questions or wish to complete your order, please feel free to call us at Phone: (877) 998-8529. Please refer to quote number F7162470 when contacting us for assistance.

Regards,

William Bailey Phone: (877) 998-8529 Fax:(919) 760-4499 William Bailey@TigerDirect.com TigerDirect82B

Sku	Manuf Part No	Sku Description	Unit Price	Oty	Total
J001-10165	RB-DC5750 2/2/500	HP Compaq DC5750 Desktop PC - AMD Athion 64 X2 2.0GHz, 2GB DDR2, 500GB HDD, DVDRW, Windows 7 Professional 32-bit, (Off-Lease)	\$ 219.99	9	\$1,979.91
5203-1980	£1920X	Samsung E1920X 19" Class Widescreen LCD Monitor - 720p, 1360x768, 16:9, 5ms, VGA, DVI	\$ 99,99	9	\$899.91
H24-15209	XU017UT#ABA	HP ProBook 4530s XUD17UT Notebook PC - Intel Core I3-2310M 2.10GHz, 4GB DDR3, 320GB HDD, DVDRW, 15.6" Display, Windows 7 Professional 64-bit	\$ 599.99	2	\$1,199.98
O27-0018	39505	Microsoft 39505 Laptop Slipcase - Pits Notebook PCs up to 15.6"	\$ 24.99	2	\$49.98
123-8701	910-002225	Logitech 910-002225 M185 Wireless Mouse - 2,4 GHz, USB Nano Receiver, Plug-and-Play, Ambidextrous Design, Swift Gray	\$ 19.99	2	\$39.98
H24-30251	CE844A	HP CE844A LaserJet Pro M1217nfw Wireless Multi Function Black & White Laser Printer - 19ppm, Up to 600 x 600 DPI, ADF, USB 2.0, Ethernet, 802.11n / g / b, Copy, Scan, Fax	\$ 219.99	1	\$219.99
H24-30260	222.01	HP CP1025nw CE914A LaserJet Pro Color Printer - 600 x 600 DPI, 17 ppm Black, 4 ppm Color, USB, 400 MHz, 64MB, Wifi	\$ 229.99	1	\$229.99
T24-4607 BX	TOSCHIZO-DX	Toshiba 46SL412U 46" Class Widescreen LED HDTV - 1080p, 1920 x 1080, 16:9, 5,000:1, 120Hz, HDMI, VGA, USB, Black	\$ 799.99	3	\$2,399.97

\$1,015.3	1	\$ 1,015.37	Ationa AT-HD-V44M 4x4 HDMI Matrix Switch - HDMI 1.3	AT-HD-V44M	A85-2002
\$135.9	2	\$ 67.99	HP 85A CE285A LaserJet Black Print Cartridge	CE285A	H24-30205
\$49.99	1	\$ 49.99	MP CE310A 126A Black LaserJet Print Cartridge - 1,200 Page Yield	CE310A	H24-CE310A
\$55.99	1	\$ 55.99	HP CE311A 126A Cyan LaserJet Print Cartridge - 1,000 Page Yield	CE311A	H24-CE311A
\$55.99	1	\$ 55.99	HP CE313A 126A Magenta LaserJet Print Cartridge - 1,000 Page Yield	CEBIBA	H24-CE313A
\$55.99	1	\$ 55.99	HP CE312A 126A Yellow LaserJet Print Cartridge - 1,000 Page Yield	CE312A	H24-CE312A
\$149.97	3	\$ 49.99	Interion 192-40937 Large Tilt Wall Mount - For 34-60" Flat Panel TVs	40937	192-40937
\$79.99	1	\$ 79.99	Netgear WNDR3400-100NAS Wireless N600 Dual Band Router - Wireless-N, 300Mbps, 10/100 WAN/LAN, 2.4GHz, WPA/WPA2—PSK	WNDR3400	N100-2314
\$552.32	2	\$ 276,16	GOV OFFICE STD 2010 EN	021-09729	YYT1-40527V

Purchase Order:

Shipping Method

AIT Logistics

Total for all Items

Shipping & Handling:

\$ 9,171.30 \$ 314,49

Sales Tax:

\$0.00

Quote Total:

\$ 9,485.79

Payment Method:



Save money on Microsoft software and gain license transfer rights, access to downloads, and host of other benefits thru Volume Licensing. Call your rep for details.

Ask your agent about installation. We now offer expert hardware and software deployment services. No job is too big for us to handle from a simple small network to an enterprise level rollout.

Thank you for the opportunity to provide you with the pricing and information above.

Terms & Conditions

- Sales tax will be charged where applicable unless a tax-exempt certificate is on file.
- Special buy prices are subject to change without notice in the event the manufacturer/supplier raises the price. Prices are subject to change on any Instant Rebate item.
- This offer shall be valid until the quote expiration date. Because of market volatility, memory & CPU pricing are only valid for 48 hours, unless otherwise stated on this quote.
- This offer is contingent on quantity restrictions and is subject to product availability. Original or faxed copy of the purchase order is required on all PO orders.

Lease Payments as low as \$254.14/mo.

or contact your account manager.

**Click <u>here</u> for details

- A Return Authorization Number (RMA) is required on all returns. The RMA can only be issued within 30 days of the original ship date. We reserve the right to charge a 15% re-stocking fee where applicable.
- Returns of defective and mis-picked software and some hardware are limited to exchanges only. Some defective hardware covered by the manufacturer's warranty must be handled directly through the respective manufacturer.
- All sales are final on special ordered items (no return, exchanges, or refunds).
- Shipping charges are contingent on quantity orders, total weight of products and unusual size.

TigerDirectB2B is not responsible for typographical errors or omissions. This email was sent to caroi.mcmahon@comcast.net in response to Order # F7162470.

JERRY NOBLE ELECTRICIANS, INC. INDUSTRIAL - COMMERCIAL - RESIDENTIAL

P.O Box 860 Gloucester, Ma 01930 (978) 283-0750

noble0750@verizon.net Masters Licenses #7725A & 20197A

#092701

A Proposal for:

GLOUCESTER EMERGENCY MGT.

10-05-11

C/O CAROL MC MAHON, Ma-CEM

We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following:

For work at the Emergency Management Center located at The Fuller School – to include:

- Wire three (3) HDMI cables to monitors in main computer room
- **■** Wire to three (3) additional HDMI cables to future locations
- Wire six (6) CAD6 data lines to each of the above locations
- Existing outlets to be used for power, except storage R&R room where an outlet will be wired using conduit.

\$3,782.00

Contractor Signature

Acceptance of Proposal

The above or attached prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment

All invoices are to be paid upon receipt. A twenty percent yearly rate will be charged on all outstanding balances after 30 days. Further, the electrical contractor, Jerry Noble Electricians is entitled to all costs of collections including, but not limited to, attorney's fees and costs from the client.

Signa	Tur	e
Date	of	Acceptance

The in kind match portion of the grant requirements will be met by:

In kind-use of the Fuller School property as the location of the EOC for \$32,330.40 of in-kind or soft match. (The in-kind figures for the EOC property have been calculated using per foot costs that the city currently pays for city hall annex rental space in the city. Using the rate of \$7.09 per square foot calculated at 4560 sq feet of space)

Utilities as donated by the Gloucester School System:

Total sq of building, 176,683 Total

Total Utilities for entire building = \$199,612.56

Calculation of 4560 sq feet = \$5,149.94

Volunteer Hours as offered by the Emergency Management Director:

EM director Schlichte has documented all non paid hours spent on Emergency Management for the City of Gloucester. This is documented time spent doing emergency management work above and beyond his paid working time.

City of Gloucester IT department will supply Microsoft Office software for 9 PC's

This match is available during the Project time period of January 9, 2012, through June 30, 2012.

In kind match	Annual	6 months	
Location of EOC Fuller School 4560 sq feet @ \$7.09 per sq foot	\$32,330.40	\$16,165.20	See documentation attached #1
Utilities based on % of use of the building	\$5,149.94	\$2,574.97	See documentation attached #2
EMD volunteer hours average of 290 volunteer hours in a 6 month period above and beyond any paid working time.		\$9,926.70	See documentation attached #3
9 Microsoft software for new computers @ \$276.16	\$2,485.44 **	\$2,485.44	See documentation attached #4 – from City IT department
Programming and Network connection of EOC Computers	\$1,626.35**	\$1,626.35	See documentation attached #5 City's IT department will provide as In Kind for 5 hours of IT work per computer (11 computers)
Total in kind		\$32,778.66	@ \$29.57 per hour
** One time charge only		771: 0.00	

LEASE AGREEMENT

petween

CAPE ANN TRANSPORTATION AUTHORITY COMMONWEALTH OF MASSACHUSETTS

and the CITY OF GLOUCESTER

LEASE

ARTICLE 1: SUMMARY

1.1 Key Terms

DATE OF LEASE:

July 1, 2011

LANDLORD:

Cape Ann Transportation Authority, by and through

its Administrator.

LANDLORD'S ADDRESS: 3 Pond Road, Gloucester, MA 01930

TENANT:

City of Gloucester

TENANT ADDRESS:

City Hall, 9 Dale Avenue

Gloucester, MA 01930

LEASED PREMISES:

Second floor of CATA's Operation Center and associated

and designated parking spaces.

3 Pond Road

Gloucester, MA 01930

LEASED PROPERTY DESCRIPTION:

Approximately 10,652 sq.ft. of office space, including entranceways, elevator, storage areas, and parking spaces. CATA Building, 3 Pond Road, Gloucester, MA. Second

floor schematic plan, not to scale.

TERM OF LEASE: This lease shall run from July 1, 2011 to June 30, 2012 at a rate of \$6300.00 per month payable on the first day of each month.

Option to Extend- The tenant shall have the right to extend the lease for two 1 year

periods, providing however, that the tenant shall notify the owner in writing of its intention to extend the lease within

90 days from termination of said extensions.

In the event the tenant extends the lease for a second year, the lease shall run from July1, 2012 to June 30, 2013 at a rate of \$6400.00 per month.

In the event the tenant extends the lease for a third year, the lease shall run from July 1,2013 to June 30, 2014 at a rate of \$6500.00 per month.

All other terms and conditions of the lease remain in full force and effect.

David Anderson - Energy Manager Energy Reduction Program

Meter Billing History Grouped by Meter

WM-XAAA	Start Date	End Date	# Days	Use	Billed	Actual Demand	Cost	CostlUnit	CostDay	Use/Dav
Meter: E-27811-75006-NEW - E-27811-75006-NEW Building: FUL - FULLER	6-NEW - E-278 ER	11-75006-NEW			Energy Site; FU	Energy Type: Electricity - KWH Site: FUL - FULLER	y - KWH	Rate	Rate: ELD-G3	
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2011-02	01/20/2011	1100/81/00	27	70,200	124		\$5,983,30	\$0.132	\$206.321	1,558,621
2011-01	12/20/2010	04/00/2014	. F.	40,000	071		\$6,021.00	\$0.131	\$223,000	1,703,704
2010-12	11/18/9010	10/00/0011	3 4	50,000	- 11 - 12 - 12		\$6,503.25	\$0.130	\$209.782	1,612,903
2010-11	10/10/2010	14 14 11 10 10	3 2	52,000	110		\$6,818.86	\$0.131	\$213.089	1.625.000
·	00/20/20/20	0102020	3 2	44,000	124		\$5,901.58	\$0.134	\$196,719	1,466,667
	08/10/2010	00/01/0010	3 6	28,400	- 65 - 55		\$3,977.98	\$0.140	\$142.071	1,014.286
	07/54/5040	002717000	3 2	30,000	92		\$4,122.00	\$0.137	\$124,909	909,091
	06/49/2010	0102020	82.8	21,600	60	•	\$3,007.18	\$0.139	\$103,696	744.828
	01/10/2010	01/2/1/2/10	: 53	26,400	64		\$3,577,41	\$0.136	\$108.406	800.000
	0102/61/60	05/10/2010	3 6	30,400	76		\$4,121.88	\$0,136	\$137.396	1.013.333
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14	04/21/2010	05/18/2011	392	492,000	1,280		\$66,088.59	\$0.134	\$168.593	1,255,102
Building: FUL - FULLER	O-1440-NEW	·			Energy T	Energy Type: Heating Oil - GAL Site: FUL - FULLER	ii - GAL	Rate: HO-1	HO-1	Market State Control of the Control
2011-03	03/01/2011	04/01/2011	31	7,558		and the second s	\$21,480,13	\$2.842	\$692,907	243 806
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rs: Building Code One Of FUL, Billing Periods in Range From 201005 To 201105

Meter Billing History Bill 02

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	05/01/2010			09/01/2010	
	04/01/2011	07/01/2010 06/01/2010	09/01/2010	10/01/2010	End Date
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3		97	0	916	Billed Demand
					Actual Demand
\$133,523.94	\$ 1,1 KO.20	\$0.00	\$0.00	\$2,603.65	Cost
\$2.842	7±0.7¢	000.0 \$	\$0,000	\$2.842	Cost/Unit
\$398.579	485,454	\$0,000	\$0.000	\$83.989	Cost/Day
140.248	12.806	0.000 0.000	0.000	29.548	Use/Day

Total Cost: \$199,612.53

Fillers: Building Code One Of FUL; Billing Periods In Range From 201005 To 201105

Meter Billing History Bill 02

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	m wy one i e EOC i childulse, assorted em	alis re Fuller,CERT, cre		2/22/2011 0	830-0930	2 (

City Council meeting re Grant award	- converted to the second seco			WWW.	
omcast	home/FOC		2/22/2011	2/22/2011 0700-2200	
	HS home	trying to get phones and cable to EOC	2/24/2011 11-1300	11-1300	2
C shelter trailer	home	collicast on phones/HS for CERT/Fuller CAARA	2/25/2011 10-1400	10-1400	4
	C	ise CERT to cleaning frothin EOC	2/25/2011	1500-1600	1
		identify furniture most in/County	2/26/2011 0800-1300	0800-1300	C,
NERAC webinar home	Te .	Overview of NERAC was FOC		1330-1630	33
budget emails, snowstorm emails, EMD to MEMA emails	A emails	CACAMEM OF METINGS MEDICOC	3/2/2011	1300-1430	1.5
) CERT	emall/phone	Set Dave Origina to come to mostly	3/8/2011	3/8/2011 1000-1600	8
CERT monthly meeting FOC	,	monthy meeting	3/14/2011 1000-1100	1000-1100	, m
-	Ä	CODITATE first mosting on our all	3/15/2011	1830-2030	2
with Mark Bedrosian	high school	Community conting for students at the	3/16/2011 0900-1030	0900-1030	1.5
aches	emall/bhone	nick in dick discharged by all at FOC		1600-1700	
۵L	emails	Line ab grown rischarged by Mill sewage blant	3/16/2011	1130-1230	1
T	ne		3/16/2011 1330-1430	1330-1430	1
s release			3/16/2011 1173/01/30	1000 LEC	د سر ۲
ssue	phone/laptop	emails, calls, text, conference call, press releas	3/18/2011 mivad	nivad	ر. <u>۱</u>
	Fuller/home	furniture to EOC, Hooksett calls, press release	1/20/2011 n	nivad	٠ 4
MA	Tewksbury MEMA	class on eCEMP	3/22/2011 0800-1400	0800-1400	50 4
/68	EOC/home	meet w/phone vendor/update/ waiver emails	3/23/2011 mixed	nixed	4
	e	conference call/media release	3/24/2011 1500-1600	500-1600	j\ ,
eering	Lee's Restaurant	snow costs, disk costs, mitigation money	3/28/2011 0700-0800	700-0800	<u></u>
	Ô	eCEMA, confined space, babson dam	3/28/2011 0800-1000	800-1000	2
8		shelter manager training		0830-1300	4.5
move donated furniture into EOC CITY hall	naii	monthy meeting	3/29/2011 1	1430-1600	1.5
	EUC/Laure) St	donated living room set for lounge	3/29/2011 1600-1730	600-1730	1.5
/shelter notes	0 0	citizen complaint, carol, Hale/hafey re eoc	3/29/2011 1900-2100	900-2100	2
	T G	MEMA, Carol, Max, Ppardee,	3/29/2011 0900-1200	900-1200	w
	hewburyport	meeting with EPA, Hooksett, NH, communities	3/31/2011 0900-1200	900-1200	ω
CEMP		ng, issue statement	3/31/2011 1400-1600	100-1600	2
		/budget, MEMA/ecen	4/5/2011 1000-1200	200-1200	2
	Ave	planning meeting for EUC construction	4/5/2011 10	1600-1800	2
plant meeting	Marchaeta.	confined space meeting/EOC,hooksett emails	4/6/2011 1000-1200	000-1200	2

<u>~</u>	OEOT-DER	0E01-0FR0 TT07/7T//	Superior informs		
7	030-1030	7/17/2011 0000 1000	blweekly managers meeting		
2 4	007100	6/38/3011	biweekly managers meeting	Library	City Managers Meeting
ا ر	2.00-1400	6/25/2011 12:00-1400	participate with HAM radio drill day	Fuller Field	CAARA day long radio drill
2	500-1700	6/14/2011 1500-1700	National Grid reimbursement per Attorney Gen	home	emails, preliminary assessment
2)900-1100	6/9/2011 0900-1100	met re planning for fall tabletop with Red Cross	Endicott College	ned closs planning meeting
ω	500-1800	6/8/2011 1500-1800	supervise HS kids scrubbing EOC		
2	1300-1500	6/6/2011 1300-1500	met with Comcast Installers at EOC		000
UT.)800-1300	6/2/2011 0800-1300	planning meeting for Triath, Road race, flesta	Hospital	Carrie installation at EOC
5)900-1400	6/1/2011 0900-1400	Information re upcoming hurricane season	Framingham bunker	City over modition
4	1900-2300	5/31/2011 1900-2300	listen to all other departments, make present	city hall	Are the control of th
8)900-1700	5/31/2011 0900-1700	work on written and spoken presentation	home	aring
2	0800-1000	5/27/2011 0800-1000	councilors, rotary, mooreonline	home	emails on budget meeting, rotary, radio
2	1400-1600	5/26/2011 1400-1600	chamber, rotary, mooreonline,	nome	emails on sheltering, CG, business meetings
2	0930-1130	5/26/2011 0930-1130		CG base	coast guard meeting on snore searches
2		5/24/2011 1800-2000	Jim D sent in package prematurely/russel h call	home	Emails re snow recovery money/em pr
1.5			need to get the message out	my yard	meet with Carol to discuss education campaimy yard
2	-	5/24/2011	discussion over EM budget and goals	Pleasant St/city hall	meet with mayor re EM
1.5		5/24/2011 0830-1000	managers meeting	Library	managers meeting
2	1	5/23/2011 1000-1200	EM program discussion	home	emails, phone calls educating councilors
1.5	\dashv	5/10/2011 8:30-1000	biweekly managers meeting	Library	City Managers Meeting
2	\dashv	5/7/2011	used fax machine, EM package to councilors	Pond rd/city hall	document to Karin, pick up fax, council pack
3.5	$\frac{1}{1}$	5/5/2011	board meeting, main meeting, shelter meeting	AGH	CAEP I monthly meetings
2	-	5/3/2011	packet prepartation re budget justification	home	ry 2012 budget packet for mayor/council
UR	5/1/2011 0900-1400	5/1/2011	continued rewrite	home	ryzorz budget narrative
7	0900-1600	4/29/2011 0900-1600	rewrite meeting notes into narrative for council	home	FY2012 budget narrative
2	1430-1630	4/24/2011 1430-1630	pre B&F meeting on budget	City Hall	Duggan/ I owne budget meeting
2	1400-1600	4/22/2011 1400-1600	desktop installations, sand phone room door	Fuler	Fuller EUC construction
υ !	1000-1300	4/21/2011 1000-1300	run cables for desktops for Eric	Fuller	Fuller EUC construction
15	1500-1630	4/19/2011 1500-1630	emails,	home	Info gathering emails after above meeting
<u>.</u>	4/19/2011 1030-1330	4/19/2011	FEMA blizzard costs recovery meeting	Fuller	UR-1909-WIA meeting
4	4/15/2011 1600-2000	4/15/2011	create partitions by reusing cabinets	Fuller	ruller EUC construction
<u> </u>	4/9/2011/0930-1130	4/9/2011		city hall, pond rd,cell	mayor, sanborn, natey
7	4/7/2011 2000-2200	4/7/2011	adjust mou language before mayor meeting	Home	Create MUUs for schools, buses
1	4/7/2011 1230-1330	4/7/2011	Assess Fuller as shelter for Red Cross	Fuller	Red cross shelter evaluation
	٠				

MEMA Mitigation meeting Tri/run Glou meeting/on vacation Triathlon PrePlan CAARA Hurricane Drill/vaca Coastal search plan AO&A meeting Final Run Gloucester meeting Start putting together Run Gloucester IAP preparing for tomorrow B&F meeting	Framingham bunker police station home CAARA Club coast guard station city hall police station home home	continued planning for fall event discussion about potential mitigation funds final Tri meeting before event prepare Triathlon Preplan observe HAM radio national drill meet with CERT/CG over coastal search plan discussion about EM department start IAP process for event creating IAP for event pulling documentation together/emails	7/26/2011 0730-0930 8/1/2011 noon-1500 8/2/2011 1000-1200 8/5/2011 1000-1400 8/16/2011 1900-2100 8/15/2011 1400-1500 8/15/2011 0600-1000 8/16/2011 1000-1200 8/17/2011 1300-1600	7/26/2011 0730-0930 8/1/2011 noon-1500 8/2/2011 1000-1200 8/5/2011 1000-1400 3/16/2011 1900-2100 3/15/2011 1400-1500 3/15/2011 1000-1000 3/15/2011 1000-1200 3/15/2011 1000-1200 3/17/2011 1300-1600	372 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
	home	n together/e	8/17/2011	1000-1200 1300-1600	3
The Emergency Management Director has been paid 9 months worth of a 12 month stipend for a sum IF the City had been paying STRAIGHT TIME for hours worked beyond on duty hours for the document is the City had been paying STRAIGHT TIME for hours worked beyond on duty hours for the document	en paid 9 months wor or hours worked beyo	The Emergency Management Director has been paid 9 months worth of a 12 month stipend for a sum of IF the City had been paying STRAIGHT TIME for hours worked beyond on duty hours for the documented 372.5 hrs @ 34.23/hr = IF the City had been paying STRAIGHT TIME for hours worked beyond on duty hours for the documented 372.5 hrs @ 34.23/hr =	9 34,23/hr =	\$7,500.00. 373 \$12,750.68 due to the Emerge.	373
The second paying Of 101 hours worked beyond on duty hours for the documented 372.5 hrs	ked beyond on duty h	ours for the documented 372.5 hrs @ 52.78/hr=		\$19,660.55 due to the Emerger	ue to the
City of Gloucester has not been charged for a	single hour of off dut	City of Gloucester has not been charged for a single hour of off duty time worked for the hours documented above.			
udget	home/police station	met w/Lt Aiello, emailed w/councilors	8/18/2011 1000-1600	000-1600	6
work on laP for run gloucester	home	few docs submitted were in correct format	8/18/2011 1600-2000	600-2000	4
		counter Bouchie email w/email to Ems	9/19/2011 1400-1700	1400-1700	<u> </u>
put together IAP for Hun Gloucester h	home	final request for info, compile, email out		900-1200	ω

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Re: software question

From: Mike Wells < mwells@gloucester-ma.gov>

Wed, Sep 28, 2011 12:26 PM

Subject: Re: software question

To: carol mcmahon < carol.mcmahon@comcast.net>
Co: Eric Bichao < ebichao@gioucester-ma.gov>

Carol,

If the majority of the users will be City employees then I think we can legitimately stretch the point and install what we have.

Do you have a wireless network up there? Would you like one, or is the security an issue?

Regards Mike Wells

From: "carol memahon" <carol.memahon@comcast.net>

To: "Mike Wells" <mw ells@gioucester-ma.gov>

Cc: "miles schlichte" <mschlichte@gloucester-ma.gov> Sent: Wednesdey, September 28, 2011 8:17:55 AM

Subject: Re: software question

Thanks mike! The majority of the computers will be used by managers who will be working in the EOC during activations—depending on the scope of the incident we would expect. Emergency Management Director Schlichte, someone from the fire department, police, dpw, health department, building department etc. We do utilize a few volunteers to do data input during these incidents and that number varies with respect to the scope of the incident. Does that qualify?

Carol McMahon, MA-CEM Administrative Assistant Gloucester Emergency Management 978-290-1080

From: "Mike Wells" < rrw ells@gioucester-ma.gov>
To: "carol momahon" < carol.momahon@comoast.net>
Sent: Wednesday, September 28, 2011 8:04:31 AM

Subject: Re: software question

Carol,

If the people who will be using these machines are regular City employees who will just be working from a different location than normal then I could stretch the point and use our existing licenses. But if they are members of the public or from other organisations then we should buy new licenses.

If the version thing bothers you then if you buy the current version we could install the older one instead. I think that's even legal!

Regards Mike Wells

From: "carel memahon" <carol.memahon@comeast.net>
To: "Mike Wells" <nw ells@gloucester-ma.gov>

Sent: Tuesday, September 27, 2011 4:05:33 PM

Subject: Re: software question

Thanks. You don't, by ant chance, have 9 extra licenses for MS Office? Just askin'.....;-)

Carol McMahon, MA-CEM

Administrative Assistant Gioucester Emergency Management 978-290-1080

From: "Mike Wells" <mwells@gloucester-ma.gov>
To: "carol momahon" <carol.momahon@comcast.net>
Sent: Tuesday, September 27, 2011 3:42:08 PM
Subject: Re: software question

Carol,

MS Office Standard 2010 with government pricing would be around the \$300 mark... That's your basic MS Word, MS Excel and MS Powerpoint. Not MS Access (although you probably don't need it). Bear in mind too that it is a more up-to-date version than the one we have on City computers (Office 2003) so it will look different, and some (obscure) features in your documents might not work on City computers - that's a disclaimer - I haven't found any issues yet.

Regards Mike Wells

From: "carol momahon" <carol.momahon@comcast.net>
To: mw ells@gloucester-ma.gov
Sent: Tuesday, September 27, 2011 1:52:34 PM
Subject: software question

Hi Mike,

I am doing some research on a possible grant for equipment for the emergency operations center. I have been quoted a cost of \$276, 16 for Gov. Office Standard 2010 Microsoft operating hardware. Is this price consistent with what you get? (grant harris gave me the contact at TigerDirect.com)

Carol McMahon, MA-CEM Administrative Assistant Gioucester Emergency Management 978-290-1080

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XFINITY Connect

carol.mcmahon@comcast.net

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Fwd: EMPG

From: carol mcmahon < carol.mcmahon@comcast.net>

Tue, Oct 11, 2011 10:15 PM

Subject: Fwd: EMPG

To: carol mcmahon <cmcmahon@ci.gloucester.ma.us>

From: "MiesSchlichte" <mlesschlichte@comcast.net> To: "carol memahon" <carol.mcmahon@comcast.net> Sent: Tuesday, October 11, 2011 3:27:01 PM

Subject: Re: EMPG

Eric from IT said that it would take him about 5 hours per computer to get them and the laptops on the network.

Deputy Fire Chief Miles Schlichte MSEM, MA-CEM, MIFIREE, CFO, CHS-IV City of Goucester Emergency Management Director Gloucester MA Fire Department FEMA MATF-01 Safety Officer cell (978)836-8016

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RE: Hi Cliff!

From: Cliff Cook <ccook@gloucester-ma.gov>

Wed, Oct 12, 2011 12:02 PM

Subject : RE: Hi Cliff!

To: carol mcmahon < carol.mcmahon@comcast.net>

He makes \$29.57 per hour

From: carol.mcmahon@comcast.net [mailto:carol.mcmahon@comcast.net]
Sent: Tuesday, October 11, 2011 6:06 PM
To: Cliff Cook - Payroll

Subject: Hi Cliff!

Cliff,

Sorry to bother you, but I amputting together a grant and need the hourly rate for Eric Bichao. We can use his time as an In Kind contribution for the match portion of the grant.

Thanks and hope all is well with you!

Carol McMahon, MA-CEM Administrative Assistant Gloucester Emergency Management 978-290-1080

City of Gloucester SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST Fiscal Year 2012

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 2012-SA-4	Auditor's Use Only		
DEPARTMENT REQUESTING TRAN	NSFER:		DPW
APPROPRIATION AMOUNT:	\$	50,000.00 ✓	
Account to Appropriate from:	Unifund Account #	i00000.10.440.5800	0.0000.00.000.00.058
	Account Description		or Capital Outlay
Balance Before Appro	opriation \$		
Baiance After Appropr			89,174.00 🗸
Account Receiving Appropriation:	Unifund Account #		64850.0000.00.000.00.054 ✓
	B0-1	Sewer Pa	arts & Accessories
	Account Description \$	Sewer Pa	arts & Accessories
Balance After A	Account Description re Appropriation Appropriation \$	Sewer Pa	500.00 50,500.00
Balance After A	Account Description re Appropriation Appropriation \$	Sewer Pa	orts & Accessories 500.00 50,500.00
Balance After A	Account Description re Appropriation Appropriation \$	Sewer Pa	orts & Accessories 500.00 50,500.00
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Balance Before Balance After in DETAILED ANALYSIS OF NEED(S): FIN APPROVALS: DEPT. HEAD:	Account Description re Appropriation Appropriation \$	Sewer Pa	500.00 50,500.00



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 Fax: 978-281-9729

EMAIL: <u>healthdept@gloucester-ma.gov</u> WEBSITE: <u>www.gloucester-ma.gov</u>



MEMO

To:

MAYOR CAROLYN KIRK & COUNCIL PRESIDENT JACKIE HARDY

From:

MAX SCHENK - INTERIM DIRECTOR, HEALTH DEPARTMENT

Date:

October 17, 2011

Subject:

\$625,000 Drug Free Communities Grant

Dear Mayor Kirk & Council President Hardy ~

The Gloucester Health Department is honored to provide for review and City Council acceptance, a \$625,000 "Drug Free Communities Grant from the Department of Health and Human Services – Substance Abuse and Mental Health Services Administration. This was a highly competitive federal grant that was awarded based on the merits of the work being performed by the Health Department's Healthy Gloucester Collaborative, Joan Whitney, Director.

The purpose of the grant is to provide continued funding for substance abuse prevention planning and programming in our community, with a focus on youth which includes:

- 1-FTE: Coordinator for Program Support
- Bi-Annual Youth Risk Behavior Surveys
- Support for Local Steering Committees Focused on Substance Abuse Prevention
- Screening and Brief Intervention and Referral to Treatment (SBIRT) training
- Drug Disposal Initiatives
- Other Substance Abuse Prevention, Education and Awareness Programming

The grant is dispersed \$125,000 per-year for 5 years and will be administered by the Health Department through its Healthy Gloucester Collaborative. Monies will provide continuing support current initiatives and staffs, as current prevention grants provided by the state are coming to their conclusion.

Please feel free to contact me if your office or Council members have any further questions.

Respectfully

Max Schenk

INTERIM HEALTH DIRECTOR

Enc.

GRANT COPY



City of Gloucester Grant Application and Check List

Granting Authority: State_X	Federal Oth	er <u> </u>
Name of Grant:DR	UG FREE COMMUNITI	<u>ES</u>
Department Applying for Grant: HEALTH	DEPARTMENT	s.
Agency-Federal or State application is requested fr Substance Abuse and Mental Health Services A	om: <u>Department of Healt</u>	h and Human Services -
Object of the application:TO SUPPORT THE		IEALTH R COLLABORATIVE
Any match requirements: YES - MATCH IS I	N-KIND VOLUNTEER A	ND STAFF TIME, NO
Mayor's approval to proceed: Signature	3 forther	10-19-2011 Date
City Council's referral to Budget & Finance Standi		
Dandard 6 Dt	Vote	Date
Budget & Finance Standing Committee: Positive of	r Negative Recommendation	Date
City Council's Approval or Rejection:		*
Vote		Date
City Clerk's Certification of Vote to City Auditor:		
	Certification	Date
City Auditor: Assignment of account title and value of grant:		
· · · · · · · · · · · · · · · · · · ·	Title	Amount
Grant Budget by line item account:		
unditon's distribution to many in I		
auditor's distribution to managing department:	Department	Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@ci.gioucester.ma.us
WEBSITE: www.ci.gloucester.ma.us



March 11, 2011

Christine Chen, Director
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Drug Free Communities Support Program
Request for Applications No. SP-11-002
CFDA No. 93.276

Christine Chen,

The City of Gloucester is submitting a proposal to Substance Abuse and Mental Health Services Administration (SAMSHA) for a Drug Free Communities Support Program Grant, RFA Number SP-11-002. For this funding cycle, the City of Gloucester will be acting as the fiscal agent, and we are submitting for year 1 to 5 funding for our Healthy Gloucester Collaborative (our local substance abuse prevention coalition). We look forward to working with SAMSHA on the important prevention efforts proposed in the RFR response that impact the City of Gloucester residents.

Thank you in advance. If you have any questions or need any further information, feel free to call me at 978-281-9771 or e-mail at: jvondras@gloucester-ma.gov.

Sincerely

Jack Vondras, MPH

Health Director

Cc: Carolyn Kirk, Mayor, City of Gloucester

Claudia Schweitzer, Chairman, Gloucester Board of Health Joan Whitney, Director, Substance Abuse Prevention Services The following is an abbreviated copy of the application and acceptance of the grant noted below

A FULL COPY OF THE 101 PAGE APPLICATION AND GRANT AWARD BY THE
GLOUCESTER HEALTH DEPARTMENT
FROM THE MASSACHUSETTS DEPARTMENT OF HEALTH AND HUMAN
SERVICES – SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES
ADMINISTRATION
IS ON FILE WITH THE CITY CLERK'S OFFICE

Dated: October 27, 2011
Dana C. Jorgensson
Clerk of Committees

Lanes Cove Fish Shack Building Committee

Jim Hafey (Facilities Director), Damon Cummings (Resident and Cove mooring user) Barbara Jobe (Resident and close neighbor of shack), Russell Hobbs (Resident and carpenter) Lisa Press (Conservation agent), Jim Caulkett (Harbormaster), Bill Sanborn (Building inspector)

October 24, 2011

RECEIVED
OCT 25 2011

Mayor Carolyn Kirk
City of Gloucester, Massachusetts

Mayor's Office

Subject: Request for Establishment of a Revolving Fund

Dear Mayor Kirk,

After consultation with the City Auditor, Kenny Costa, the Lanes Cove Fish Shack Building Committee requests that the city establish a Revolving Fund specifically for work on the fish shack pursuant to Massachusetts General Laws Chapter 44 Section 53E½ for repair and renovation of the Fish Shack at Lanes Cove. The Revolving Fund will also require authorization of the City Council annually prior to each respective fiscal year.

The shack at Lanes Cove is owned by the City and our committee is charged with its repair. We anticipate fund raising activities including donations of money, materials and labor directed into an account at the Gloucester Fund. That Gloucester Fund account will contribute funds to the City Revolving Fund as required covering expenses. All purchases for the repairs of the shack at Lanes Cove will be in accordance with the Uniform Procurement Act of the Massachusetts General Laws Chapter 30B.

Please refer this matter to the Budget & Finance Committee.

Thank you for your attention to this matter.

Yours truly,

Lanes Cove Fish Shack Building Committee

Jim Hafey, Chairman



THE 187TH GENERAL COURT OF

THE COMMONWEALTH OF MASSACHUSETTS

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PART I ADMINISTRATION OF THE GOVERNMENT (Chapters 1 through 182)

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 44 MUNICIPAL FINANCE

Section 53E1/2 Revolving funds

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Section 53E1/2. Notwithstanding the provisions of section fifty-three, a city or town may annually authorize the use of one or more revolving funds by one or more municipal agency, board, department or office which shall be accounted for separately from all other monies in such city or town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such revolving fund without further appropriation, subject to the provisions of this section; provided, however, that expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund nor in excess of the total authorized expenditures from such fund, nor shall any expenditures be made unless approved in accordance with sections forty-one, forty-two, fifty-two and fifty-six of chapter forty-one.

Interest earned on any revolving fund balance shall be treated as general fund revenue of the city or town. No revolving fund may be established pursuant to this section for receipts of a municipal water or sewer department or of a municipal hospital. No such revolving fund may be established if the aggregate limit of all revolving funds authorized under this section exceeds ten percent of the amount raised by taxation by the city or town in the most recent fiscal year for which a tax rate has been certified under section twenty-three of chapter fifty-nine. No revolving fund expenditures shall be made for the purpose of paying any wages or salaries for full time employees unless such revolving fund is also charged for the costs of fringe benefits associated with the wages or salaries so paid; provided, however, that such prohibition shall not apply to wages or salaries paid to full or part-time employees who are employed as drivers providing transportation for public school students; provided further, that only that portion of a revolving fund which is attributable to transportation fees may be used to pay such wages or salaries and provided, further, that any such wages or salaries so paid shall be reported in the budget submitted for the next fiscal year.

A revolving fund established under the provisions of this section shall be by vote of the annual

town meeting in a town, upon recommendation of the board of selectmen, and by vote of the city council in a city, upon recommendation of the mayor or city manager, in Plan E cities, and in any other city or town by vote of the legislative body upon the recommendation of the chief administrative or executive officer. Such authorization shall be made annually prior to each respective fiscal year; provided, however, that each authorization for a revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; (4) a limit on the total amount which may be expended from such fund in the ensuing fiscal year; and, provided, further, that no board, department or officer shall be authorized to expend in any one fiscal year from all revolving funds under its direct control more than one percent of the amount raised by taxation by the city or town in the most recent fiscal year for which a tax rate has been certified under section twenty-three of chapter fifty-nine. Notwithstanding the provisions of this section, whenever, during the course of any fiscal year, any new revenue source becomes available for the establishment of a revolving fund under this section, such a fund may be established in accordance with this section upon certification by the city auditor, town accountant, or other officer having similar duties, that the revenue source was not used in computing the most recent tax levy.

In any fiscal year the limit on the amount that may be spent from a revolving fund may be increased with the approval of the city council and mayor in a city, or with the approval of the selectmen and finance committee, if any, in a town; provided, however, that the one percent limit established by clause (4) of the third paragraph is not exceeded.

The board, department or officer having charge of such revolving fund shall report to the annual town meeting or to the city council and the board of selectmen, the mayor of a city or city manager in a Plan E city or in any other city or town to the legislative body and the chief administrative or executive officer, the total amount of receipts and expenditures for each revolving fund under its control for the prior fiscal year and for the current fiscal year through December thirty-first, or such later date as the town meeting or city council may, by vote determine, and the amount of any increases in spending authority granted during the prior and current fiscal years, together with such other information as the town meeting or city council may by vote require.

At the close of a fiscal year in which a revolving fund is not reauthorized for the following year, or in which a city or town changes the purposes for which money in a revolving fund may be spent in the following year, the balance in the fund at the end of the fiscal year shall revert to surplus revenue unless the annual town meeting or the city council and mayor or city manager in a Plan E city and in any other city or town the legislative body vote to transfer such balance to another revolving fund established under this section.

The director of accounts may issue guidelines further regulating revolving funds established under this section.

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